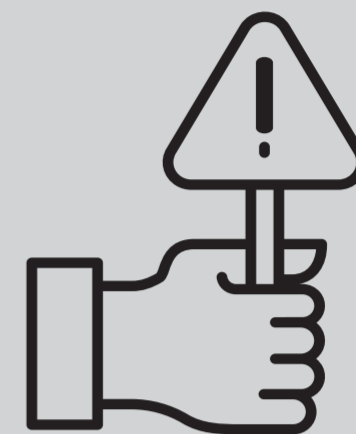


As we speak, the emergence and spread of the pandemic Novel Coronavirus (COVID-19) outbreak has shocked the entire world. This has not only affected normal life, but is also challenging our health infrastructure. The enormous scale and human impact that the world is witnessing is a matter of urgency and concern. Our deepest sympathies to all who have been affected by the outbreak of the deadly COVID-19.

We believe it is our immediate role and obligation during this critical time to prioritize on two things: the health and well-being of our employees and customers and to also contain the virus. As we navigate through the challenges of COVID-19, I wanted to personally reach out you to share the actions and precautions that we are taking to ensure the health and safety of our employees and continued services to our customers.

The mitigation plan and the precautionary steps to contain the virus:



- A regular employee communication plan to create awareness on COVID-19 through email circulations and via phone
- Ensure that the workplace has adequate medical supplies, tissue paper/hand towels, disinfectants, sanitizers, masks and thermometers
- An awareness session has been conducted on COVID-19 by a renowned doctor
- Employees to mandatorily wear masks in office premises and when using public transport
- Prominent display of instructions on hand washing techniques and using thermometers in washrooms
- Regular disinfection of common areas like pantries, washrooms and meeting rooms
- Identify essential suppliers, service providers, vendors (caterers, etc.) and understand their business continuity measures
- Encouraging social distancing within office premises and limiting meetings or gatherings to not more than 5 people
- Urging employees to avoid public transport and instead opt for other means (Quick Ride, personal transport, etc.)
- Advised employees to minimize travel
- Work From Home (WFH) option granted to employees, while keeping the timely project deliverables strictly in mind. If unavoidable, working from office allowed subject to taking the necessary health precautions
- Strict guidance to adhere to all travel and health advisories. If business travel to affected countries/areas are unavoidable and where alternative options such as teleconferencing and video conferencing are not possible, Utthunga will arrange for our employees to consult a doctor for travel advice (before and after the travel)
- Employees working in affected countries/areas, Utthunga is ensuring that they are adequately protected or monitored in accordance to the health guidelines
- Ensure regular communication with employees deputed to client locations via telephonic or other means (Skype, email, etc.)
- Strict health screening for all visitors to our office
- Enforce travel restrictions and quarantine measures for a stipulated period on employees travelling back from outside the country or from any infected area
- Closely monitoring employees of symptoms of COVID-19 and immediately instructing them to consult a doctor

As the situation surrounding COVID-19 continues to change and evolve, we are committed to the health and safety of everyone and assuring business continuity. We thank you all for your continuous support as always and I am hopeful we will overcome this crisis strongly together.