

AAR COMMERCIAL COMPANY LIMITED

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CIN: L63090DL1982PLC354818

POLICY ON WORK FROM HOME DUE TO OUTBREAK OF COVID - 19

This policy is in compliance with the Circular of the Ministry of Corporate Affairs dated March 19, 2020 and in order to protect the officers, staffs, employees and workers from the recent outbreak of coronavirus (officially called COVID-19).

The recent outbreak of coronavirus has compelled organizations to revisit their work-from-home policies. In compliance with the said Circular, it is intended to frame a policy in such a way that staggered timings may be followed including rotational attendance approach whereby employees may attend the work place either alternate day or alternate timings as may be decided by the respective departments heads so as to minimise physical interactions for the essential staffs on duty either in the headquarters or other business offices/branch/ registered office/corporate office. Further, video conference facilities/telephonic or other computerised facilities shall be provided for holding Board and Committees Meetings.

However, the Government of India on 24-03-2020 has announced a nation wide lockdown for 21days starting **from midnight of 24-03-2020 till 14-04-2020** to limit the spread of COVID - 19. Hence, based on the Government's instruction we at AAR Commercial Company Limited has advised all our employees at all sectors to rapidly and extensively adopt work from home till 14-04-2020 as well as any further notice from the Government of India.

In order to protect our employees from the COVID-19 pandemic and to cut back on the contagion we have initiated this step to work from home and at the same time Company tries and ensures that the operations of the company does not come to a standstill.

For **AAR COMMERCIAL COMPANY LIMITED**

Sd/-

Anupam Khetan

Whole-Time Director

DIN: 07003797