
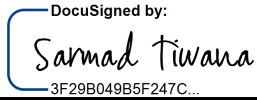
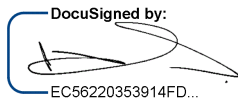




CORONAVIRUS – WORKPLACE POLICY

HUMAN RESOURCES DEPARTMENT
2021



Policy Owner	Human Resources
Scope of Policy	Gulftainer UAE and Iraq based employees.
Date of Issue	18 th February 2021
Revision Date	1 st November 2021
Revision No	03
Owner	Anu Kaul  <small>4F0572C71DF04DA...</small>
Reviewer	Sarmad Tiwana  <small>3F29B049B5F247C...</small>
Approver	Peter Richards  <small>EC56220353914FD...</small>



Contents

Coronavirus - Workplace Policy.....	4
1. Policy Overview	4
1.1. Introduction.....	4
1.2. Policy Objectives.....	4
2. Detection and Prevention	4
2.1. What to do if an employee is detected or suspected with Coronavirus	4
2.2. How can Gulftainer employees protect themselves.....	6
2.3. Workplace Hygiene.....	7
2.4. Leave Entitlements.....	7
2.5. Temporary, Alternative Work Arrangements	7
2.6. Travel, Conferences and Meetings	7
2.7. Employee Assistance Program.....	8



Coronavirus - Workplace Policy

1. Policy Overview

1.1. Introduction

Coronavirus (CoV) or Covid-19, first identified in Wuhan, China is zoonotic, meaning they are transmitted between animals and people, rapidly spreading via the medium of cough droplets. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties and in severe cases can cause pneumonia, severe acute respiratory syndrome, kidney failure and death. Severe cases generally occur in people with weakened immune systems, older people, those with long-term conditions like diabetes, cancer and chronic lung disease or younger children. World Health Organization (WHO) has declared the virus a global health emergency.

1.2. Policy Objectives

This policy aims to outline precautionary and supportive care that Gulftainer would provide, where appropriate, and take necessary measures to address the risk of coronavirus being contracted or spreading at the workplace. This will ensure Gulftainer meets its obligations to care for the welfare and wellbeing of its employees and their dependents, while ensuring a safe and healthy work environment.

2. Detection and Prevention

The virus declared as pandemic has led to wider disruptions across the community. Hence, timely detection and prevention is key.

2.1. What to do if an employee is detected or suspected with Coronavirus

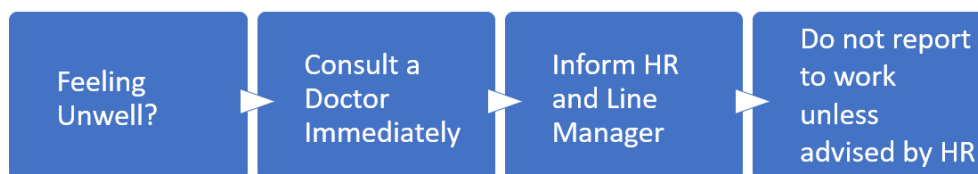
Employees who have been in close contact with a COVID positive patient (Or Someone waiting a COVID result) at work or outside of work; have a family member/room mate who is tested positive/awaiting COVID results; awaiting COVID report for themselves; or have COVID symptoms fall under "**Suspected**" category. For clarity of understanding, COVID has flu like symptoms and may include one or more of the below:



Fever, difficulty breathing, coughing, headache, sore throat, fatigue, loss of appetite, body ache, mucus, chills, loss of smell or taste, Congestion or runny nose, Nausea, Diarrhoea etc. Some patients are asymptomatic and may not show any signs at all.

For any detected or suspected cases, the employee should follow below guidelines promptly:

- i. If an employee suspects themselves to be affected by the virus, they should isolate themselves immediately, consult a doctor and undergo testing at the nearest medical facility.
- i. Notify their line manager and HR department immediately by contacting the HR Partner allocated to respective business. For HO, contact person is Anu Kaul @ +971502861015, for SCT Buddy Hufana @ +971547910528, for ML/KCT Saji @ +971569968629. For other locations please contact your designated HR team.
- ii. Irrespective of doctors advise whether to undergo COVID test or not, employee should continue isolation and not report to work unless they hear back from HR.
- iii. If reported COVID positive, follow the guidelines from Ministry of Health for your health and safety while isolating yourself.
- iv. HR in consultation with Line Manager and core committee team will analyse the situation on case to case basis and advise employee on the next steps.
- v. The employee is refrained to report to work until informed clearly by HR/Line Manger.
- vi. There will be zero tolerance towards anyone who does not adhere to the above guidelines while risking a wider community including colleagues and family. Nonadherence will result in disciplinary action and even termination of employment contract.
- vii. Usually the cost of Covid tests are covered under Companies medical insurance if prescribed by doctor. In cases where the Covid test has been requested by the company, the employee should approach the cost-free testing centres managed by MOH. Only in cases where free testing centres are not feasible, upon pre-approval and agreement with HR, employee can reimburse the cost of Covid tests. Kindly contact HR for more specific information for your location.





2.2. How can Gulftainer employees protect themselves

There are many precautions that can be taken to avoid contracting coronavirus. Listed below are standard recommendations to prevent the infection from spreading.

- i. Washing hands often, with soap and water for a minimum of 20 seconds. If soap and water are not available, using an alcohol-based hand sanitizer.
- ii. Avoid shaking hands or hugging to greet people and also avoid any close contact with anyone who shows symptoms of respiratory illness such as coughing/sneezing.
- iii. Avoid touching of eyes, nose and mouth with unwashed hands.
- iv. Staying home when feeling sick or symptomatic.
- v. Staying hydrated with warm liquids and vitamin C helps in preventing/combating illness.
- vi. As per WHO guidelines, covering a cough with the elbow or sneezing/coughing into a tissue which is immediately discarded into the waste bin.
- vii. Cleaning and disinfecting frequently touched objects and surfaces.
- viii. Avoiding raw/undercooked food, especially cooking meat, poultry and eggs thoroughly.
- ix. Avoiding animals (alive or dead), animal markets and products that come from animals.
- x. Use of a mask is mandatory to protect self and others. Masks work best when everyone wears one. Masks should still be worn in addition to staying at least 6 feet apart.
- xi. Clean/sanitise re-usable face masks and change disposable face masks regularly.
- xii. Gulftainer stores issued industrial masks are not suitable in virus prevention and should not be procured from GT stores.
- xiii. Practice social or physical distancing as recommended by local ministry of health departments.
- xiv. COVID-19 vaccine is intended to provide acquired immunity against COVID-19 infections. Given recent regional directives and regulations, Gulftainer UAE has implemented a similar mandate for all employees to either have completed their COVID-19 vaccinations or submit a weekly negative PCR test result at their own expense, preceding visits to any Gulftainer office or any of Gulftainer's customer facilities effective 1 Jan 2021. Other locations should follow the local regulations.
- xv. Gulftainer encourages all employees to share preventive information with their family members and close associates, to ensure effective care at their work and home environments.



2.3. Workplace Hygiene

- i. Frequent upkeep of workplace hygiene and cleaning protocols, and provision of hand sanitizers and disinfectant sprays within the workplaces.
- ii. Employee communication to encourage healthy hygiene practices to the workforce, with emphasis on clause 2.2 (as outlined above).

2.4. Leave Entitlements

- i. Staff unfit to work due to coronavirus will be subject to Gulftainer's sick leave policy.
- ii. Employees who would like to utilize their annual leaves during this period may do so, with the approval of their line manager.
- iii. Close contacts with positive cases may be granted paid leave on case to case basis till they are tested negative. If tested positive, they will be subject to sick leave policy.

2.5. Temporary, Alternative Work Arrangements

Based on the severity of the situation, Gulftainer shall closely monitor and if need be, either provide or revise the below temporary alternative arrangements.

- i. If employees are the primary care provider for a sick immediate family member, then allowing such employees with an option to temporarily work from home.
- ii. If any individuals are subject to mandatory quarantine by the government authorities, then the company shall comply with such requirements accordingly.
- iii. Line Managers shall consult with the HR Director to organize temporary succession planning and fill any roles that are vacant due to staff being on sick leave.

2.6. Travel, Conferences and Meetings

- i. All non-essential domestic and overseas business travel shall be cancelled. Any exceptions shall only be permitted in line with the Company's Travel, Expense and Reimbursement Policy.
- ii. If during their travel time, any employees feel they might have suggestive of respiratory illness, they are encouraged to seek immediate medical attention.
- iii. Conferences, training and general staff gatherings (internal / external) must be avoided.



2.7. Employee Assistance Program

- i. Supporting emotional health and wellbeing of staff who may be concerned about coronavirus affecting their professional or personal lives.
- ii. Sharing communication material and reassuring staff that the welfare of employees is of utmost priority to Gulftainer.
- iii. In the unfortunate event of any staff contracting the virus, Gulftainer shall offer full support on insurance or medical coverage, as per company policy.

***** End of Policy *****