

PREAMBLE

- It is matter of our fundamental faith that Almighty Allah is the most merciful and beneficent and the foremost thing to do at all times particularly difficult times like these is to seek forgiveness from Allah for all our intentional and unintentional mistakes.
- Let us pray and seek forgiveness from Allah for all sins and wrongdoings committed by us deliberately or otherwise. May Allah keep all humanity including us and our families safe from this and all kinds of diseases. AMEEN
- While the spiritual prevention of all diseases including this CORONA should be sought through Namaz and Istaghfar however at the same time we have been taught through Quran and Sunnah to take all necessary measures and medicines against all such diseases while keeping faith that the power to cure remains with Allah. Accordingly, the following policy measures are also recommended to be followed.

اللَّهُمَّ إِنِّي أَعُوذُ بِكَ مِنَ الْبَرَصِ وَالْجُنُونِ
وَالْجُدَامِ وَسَيِّئِ الْأَسْقَامِ

Oh Allah I seek Your refuge from leprosy, insanity, mutilation and from all serious illnesses

POLICY CONTOURS

Due to spreading of Coronavirus (COVID-19) around the world and in Pakistan, Khilji and Co, has decided to take several measures for sustained operations of the firm and at the same time ensure safety of its all staff members, their families and visitors.

- Training sessions of all kinds will remain suspended.
- All firm level get-together including cricket match has been suspended
- Every Senior Manager, and Manager will decide the working of his section / department from office or from home subject to discussion with **Respected Partner**.
- Every manager which would work from home on certain day will ensure the following
 - Intimating Respective Partner(s), HR before 9 a.m.
 - Sending daily time sheet and task sheet of every manager working from home and his team members before 7 PM to respective partner and copying to Chief Executive and HR.
 - Managers will work out timely intimation schedule to their team members, so that they may also get adequate relief from outside exposure.

THE FOLLOWING SOPs ARE ISSUED FOR COMPLIANCE AT INDIVIDUAL LEVEL

- Please avoid Hand Shakes and close contacts.
- Please ensure Frequent Washing of Hands.
- Everyone who comes to office should wash his hands before starting to work. Same should be repeated every time a person goes out of office and comes back.
- Please use homemade meals i.e. lunch and refreshments and avoid visiting restaurants for lunches and also try to avoid using common utensils like glasses, plates.
- Please avoid visiting crowded places.
- Please ensure a Minimum of 1 meter space should be maintained between sitting of two or more persons.
- Please use hand sanitizers, please drink plenty of water.
- Please avoid touching face, eyes, mouth and nose with bare hands.
- While sneezing, coughing cover your face with bent elbow.
- In case of any difficulty in breathing, coughing or sneezing, immediately visit doctor and informed HR for leaves.

THE ABOVE POLICY AND GUIDELINES WILL BE EFFECTIVE FROM MARCH 16, 2020 AND SHALL REMAIN IN PLACE TILL FURTHER NOTIFICATION.



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