

**WORKING FROM HOME POLICY DURING THE PERIOD OF NATION WIDE LOCKDOWN
TO IMPLEMENT PREVENTIVE MEASURES TO CURB THE SPREAD OF COVID-19**

Introduction

This Work from Home Policy shall be applicable to all employees of Integrated Capital Services Limited (ICSL) during the period that the Country has taken preventive measures to curb the spread of COVID-19 and the consequential Lock Down of all non-essential activities.

This Policy may be adopted by the subsidiaries and affiliates of ICSL, with or without modifications, as they may consider appropriate.

Working from Home

An employee is expected to carry out his duties and works assigned to him and report to his senior. In case the employee is reporting to the Board of Directors of ICSL, he is expected to report to and take instructions from Mr. Sajeve Deora, a Director of ICSL.

The works to be performed, which require assistance of other persons, shall be carried out in a collaborative manner and the employee will engage with other person/s in employment in order to ensure delivery to expected standards.

The in-work problems faced by an employee will be resolved in discussions with other members of the team, and in the event of non-satisfactory resolution amongst team members the issues will be resolved in discussions with Mr. Sajeve Deora.

In the event that an employee is unable to establish communication with others for reasons of lack of connectivity, which may effect messaging to mobile phone access of such employee, the employee will message preferably to the Office Group, and in case not possible he will inform his superior through an alternate medium, including the efforts being made by him to ensure restoration of connectivity, and that such superior will inform other employees. The employee is expected to advise restoration of connectivity at the earliest. The Office Group refers to a Group in a Medium of Social Communications wherein other persons in Office are members.

The employees of ICSL shall ensure that assets and information of ICSL, both tangible and intangible, are managed in a secured environment.

The employee will, while working from home, make all diligent efforts and ensure complete confidentiality of data and documents, and ensure that no unauthorised person is permitted access thereto.

The employee will ensure that the data and information of ICSL is not copied to any electronic devices not owned by ICSL, and make all reasonable efforts to prevent theft or misuse of equipment, data and information, including from systems and storage of ICSL.

A breach or a threatened breach of the above will be notified to Mr. Sajeve Deora immediately.

Joining Office after Lock Down is relaxed

The employees of ICSL shall diligently follow all rules, guidelines and advisories as may be issued by the Central and State Governments and prescribed Authorities, and will keep themselves healthy and safe. The employees of ICSL shall re-join employment in a healthy state of mind and body.

In the event that an employee of ICSL has suffered from the virus under reference or from symptoms thereof and was advised treatment, and / or has come into contact with a person suffering from the virus under reference or a person having symptoms thereof (Both events referred as 'Health Update'), he/ she shall notify Mr. Ambarish Chatterjee (a practicing Company Secretary), an external person, who has been designated to collate and compile relevant information.

The employees are also expected to inform an overseas travel history since 01.03.2020 or of a person with whom they have stayed in the same premises (also considered as 'Health Update').

The contact details of Mr. Ambarish Chatterjee are: Mobile - +91 98119 03457, E-mail = achatterjee.cs@gmail.com.

An employee of ICSL is expected to communicate his Health Update to Mr. Ambarish Chatterjee immediately on discovery of any of the aforementioned events, which in any case, should not be later than 8 hours from such discovery. Additionally, in the larger interest of all stakeholders of ICSL, it is expected that all employees will notify through Form of Health Update prior to joining office (date of opening of office will be advised separately).

An appropriate Form will be advised by Mr. Ambarish Chatterjee in this regard, and the persons not advised by Mr. Ambarish Chatterjee to join office will not attend until so permitted. Mr. Ambarish Chatterjee may seek further information and / or documents from the employee reporting the Form, and if needed, will take expert advise of a Medical Doctor in this regard.

Health Update will be maintained confidential to the extent considered appropriate.

Right to change

This Policy may be changed and / or modified as ICSL may consider fit and appropriate, or as per business and commercial considerations arising from time to time, and / or to meet with the directions of Central and State Government, which will be informed to the employees. This Policy may be extended to Consultants and other person/s connected with business and affairs of ICSL as may be deemed appropriate from time to time.

ICSL recognizes and appreciates the disruptions caused by COVID-19, and ICSL remains committed and shall continue to make efforts to take appropriate preventive steps to protect its workforce and at the same time carry on its activities, to the extent possible, in a smooth manner.

This Policy will cease to be effective on complete normalization of activities of ICSL, which shall be separately notified.