

S.O.P. FOR MOVEMENT OF OFFICIAL VISITORS DURING COVID-19 OUTBREAK

1. **Preface:** As part of normal business routine, official visitors pay visits to our premises for various discussion / meetings with the concerned stakeholders of the Company. These may include Customers, Suppliers, Vendors, Auditors, etc.
2. **Purpose:** The Purpose of this Standard Operating Procedure (S.O.P.) is to describe the generic procedures to be followed while managing movement of all official visitors during COVID-19 outbreak. This shall help in ensuring safe interaction and movements within the premises for all the concerned stakeholders.
3. **Scope:** These Guidelines / Procedures shall be applicable to all Manufacturing Units and Offices of Jindal SAW Limited where official visitors shall visit in connection with business requirement.
4. **Coverage:** This S.O.P. covers all official visitors and stakeholders dealing / interacting with them.
5. **Procedures to be followed for Movement of Official Visitors: -**

(a.) Mandatory Thermal Screening & Sanitization

Proper thermal screening of all official visitors should be done, and they should be asked to sanitize themselves properly by washing their hands with soap and water as well as walking through the Sanitization Tunnel, wherever installed. In case of any suspicion, the designated / authorized persons in this regard should get them directed to OHC under supervision for further investigation. This screening and sanitization protocol should be followed on daily basis for the entire period of their stay.

(b.) Mandatory Use of PPEs

Mandatory use of PPEs should be adopted by all concerned while dealing with official visitors. Official visitors should also be mandated to wear PPEs during the entire period of their stay.

(c.) Maintaining Adequate Social Distancing

Adequate social distancing should be maintained by all concerned while dealing with official visitors. Wherever possible, the interaction should be limited to the minimum number of personnel.

(d.) Travel Details of Official Visitors

Travel details / history of official visitors should be recorded in the form of "Self-Declaration" to assess probability of their exposure. Accordingly, an informed decision should be taken by the designated / authorized persons in this regard to let them in or direct them to OHC under supervision for further investigation.

(e.) Restrictive Access to Official Visitors

Movement of official visitors should be strictly restricted. Wherever possible, separate washrooms should be allocated for them. Similarly, they should have separate arrangement for taking meals. All the places where official visitors have access should undergo more frequent sanitization. Under no circumstances, official visitors should be left unmonitored or roam around out of their free will. All concerned personnel should be instructed accordingly. Mingling of employees with official visitors should be strictly avoided.

(f.) Stay Arrangement

If required, initial stay arrangements of all official visitors should preferably be made in nearby safe Hotels and booking of Company's Guest-house should be strictly avoided. Once the official visitors safely complete stay period of minimum 14 days in the Hotel without any symptoms of exposure, they may be shifted to the Company's Guest-house in case of a prolonged stay.

(g.) Vehicle Arrangement

If required, a dedicated vehicle and Driver should be attached with official visitors to limit the chances of any potential exposure. The vehicle should be routinely sanitized, and the Driver should also be screened regularly. PPEs should be mandatory for the Driver.

(h.) Meetings

- Wherever feasible, concerned stakeholders should explore the option of virtual interaction prior to scheduling any physical meetings. There should be total ban on non-essential visitors.
- Visitors shall be given access only till Visitor Meeting Area, under no circumstance visitors should be allowed to visit the employee work desk / cabins.
- In case of requirement of face to face meeting, assembling of more than 5 persons in a Conference / Meeting room is strongly discouraged. In such cases, it should be ensured that the chairs are appropriately positioned to maintain adequate distance (minimum six feet) between participants. The additional participants may join through video-conference from their respective work locations.

(i.) General

- While greeting each other, use "Namaste" instead of handshakes.
- Use of staircase for climbing should be encouraged
- Use of Arogya Setu App should be encouraged.

These Guidelines shall be in force until further advice in this regard.