

As a progressive and socially responsible organisation, ASAPP Info Global Services Pvt Ltd has undertaken a slew of measures to ensure that we are in tandem with the country's efforts to contain and eradicate the COVID-19 virus that has penetrated India and the entire world.

As a leading Information Dissemination Group and trendsetters in the construction, infrastructure, cement, construction equipment, industrial products, automotive and textile domains, we feel that we are in a unique position to positively influence change through our actions.

We are sure that with our actions and shared committed values, ASAPPians will do everything in their control to buck the infection trend, whilst tending to their primary responsibilities of client servicing. #workfromhome #coronavirus #covid19.

The measures that we have undertaken to influence this change include:

#### Work from Home:

- As the next two weeks are critical in containing the spread of the virus, ASAPP Info Global Services Pvt Ltd has implemented 'Work from home' at our head office in Mumbai, which has the largest number of employees, beginning 17th March.
- We are convinced that this is the need of the hour, so that India can progress faster towards bucking the infection trend. We
  are using the advanced technology that we have adopted in the last year to create a robust work from home and reporting
  system using Zoho Corporation.

## **Client Servicing:**

- We are in touch with our clients via email and are even available on call through our Board Line #24193000, which we have activated remotely.
- · Banking facilities are being tended to daily.

## **Travel Advisory:**

· All our employees have been advised against travel.

#### Hygiene:

- Our offices have been equipped with sanitizers and masks that were used by ASAPPians, upto the time that they were travelling to office.
- All visitors had to use sanitizers provided at the entrance, before entering the premises.
- Tips on remaining safe and videos on the correct way to protect ourselves through handwashing and sanitising have been circulated to our employees to ensure their preparedness to combat it.
- Our office in Mumbai is equipped with a thermal thermometer for detecting flu symptoms. Employees with Flu-like symptoms were sent home last week.

# **Group Gatherings:**

• With the work-from-home policy in place the spread of the infection has been negated through employee-employee and employee-client contact.

Regards,

Pratap Padode,

Founder & MD, ASAPP Info Global Group















