

NUMALIGARH REFINERY LIMITED
NUMALIGARH

Ref: NRL/NG/ADM/4.2

Date: January 4, 2022

NOTE TO: ALL EMPLOYEES

Subject: COVID Protocol

As we all know, there has been a surge in COVID-19 cases throughout the country which has necessitated strict compliance of COVID-19 protocols by each individual.

In view of the above, all are requested to note the following guidelines which shall be applicable with immediate effect:

1. Work from Home:

Applicability: Work from home will be implemented in NRL across all locations with immediate effect till further notice.

Modalities for implementation:

i) The Functional Heads in consultation with HODs shall identify work areas where team members can Work from home.

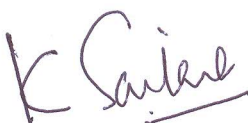
ii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office and shall work from home.

iii) Functional Heads of the departments mentioned below, should strive to achieve that on any given day, not more than 50% of the team will work from office after considering work exigencies while drawing the schedule of WFH. However, this shall not apply to single manned office.

- a. Human Resource
- b. Legal
- c. Commercial
- d. Finance
- e. Corporate Office, Guwahati
- f. Marketing Office, Guwahati
- g. IIS
- h. Internal Audit
- i. Vigilance.
- j. Delhi Coordination Office
- k. Kolkata Coordination office.

For all other departments, WFH as well as schedule will be decided by Functional Heads considering work exigencies and operational requirements.

iv) Wherever feasible, WFH should be organized in a manner that employees are assigned specific identified activities to be performed from home.



v) Attendance of such employees who have been identified to work from home shall be certified by their controlling officer on the basis of their time of VPN for all the days they have worked from home.

vi) Station leave shall not be admissible without approval of Functional Heads for employees during the days they are working from home.

vii) Employees allowed to work from home are advised to practice social distancing while working from home.

viii) Work from home will not be a matter of right and the controlling officers will have the right to call any employee to office as per exigencies of work.

ix) The employees who are on work from home schedule shall be available on their mobile phones, email and on VC during the working hours and should respond promptly to any official call or communication. However, all employees should be available on mobile phones for any emergency beyond office hours.

x) Functional Heads may monitor through appropriate mechanism so as to ensure that regular official work is performed without disruption in areas where work from home is implemented and may choose to withdraw the same as and when deemed fit.

2. Travel Guidelines

All employees are requested not to undertake any avoidable outstation tour both within and outside the state. In case outstation tour by the employee is unavoidable, same shall be undertaken with prior intimation to reporting HOD of employee concerned.

3. Vendors and visitors

Functional Heads would sensitize within their function of the protocol to be followed in case of unavoidable visits of vendors and visitors travelling from outside the state. Vendors/visitors should mandatorily undergo RT PCR test at NRL designated laboratories on arrival from outside the state and submit the negative report for seeking permission for entry in the refinery premises. However, this shall not be insisted upon if they carry a certificate showing that they have taken two doses of a COVID -19 vaccine. Vendors from within the state have to mandatorily produce COVID-19 double vaccination certificate at the time of entry.

Normally other visitors would not be permitted to enter Refinery except in very urgent cases and that too after producing COVID-19 double vaccination certificate. All employees are requested to avoid calling visitors to Refinery to the possible extent.

4. Contract Workers

All Contract Workers entering Refinery shall have to produce COVID-19 double vaccination certificate. The contract workers are to comply with COVID-19 appropriate behaviour like use of masks, sanitisers etc. EICs of the concerned contract workers are requested to ensure compliance of the same.

K. Saini

5. Township

There shall be restrictions in entry of visitors to Township and only those visitors whose entry is absolutely necessary shall be permitted to enter. All visitors as well as gate pass holders of Township like maids, contract workers etc. shall be allowed to enter Township only after they produce COVID-19 double vaccination certificate.

6. Other Preventive Measures:

- i. Meetings as far as possible shall be conducted through video conferencing and physical meetings shall be avoided as far as possible.
- ii. All employees are to ensure strict compliance with COVID-19 appropriate behaviour viz frequent washing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times at refinery as well as Township.



Kajal Saikia
GM (HR) I/C

CC : Managing Director
: Director (Technical)
: Director (Finance)