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Mega BCP for Stage III -Lockdown work mode

Minimum Guidelines

COVID-19 – Stage III- Country Lock down or Case detected in Mega

- The BCP guidelines are for guidance purposes only and will be subject to the laws of the country. This document shall be read after Stage I/ II guidelines.
- Mega will not indulge in stock hoarding, over pricing and will continue to bring wellness in the countries where we operate.
- Communications shall be within the Disclosure policy attached below and as mentioned in these guidelines.



Disclosure policy

- Mega employees continue to act responsibly and as per the Mega Dharma and Mega's values, vision and mission.
- Expenses for Business Continuity Plan (BCP) need approval from Head Coach and or CEO & Chief Coach
- Communication to Board of Directors, Stock Exchange, Investors and general public shall be made by the CEO & Chief Coach

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Human Resources and Country head/ Managing Directors

- Employees to start online trainings that have been agreed with Supervisors
- Be Alert for symptoms after restarting operations
- Do not assemble for meetings whether personal or official

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Information Technology (IT) and Country Heads

- Activate Video conferencing facilities as prepared in Stage I and II
- Employees equipped with desktop computers can take their computers home and activate the VPN and other software
- Activate team groups created on communication platforms like Microsoft teams, Skype, Whatsapp, etc
- Use only credible internet connections for working from home



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National Sales Heads/ Sales Directors and Country Heads/ MDs/ President

- Field Force staff can check if they can visit hospitals
- Field Force to self declare any contacts with hospitals handling COVID 19 cases
- Field Force check ups to be conducted at cost to company if display any symptoms.
- Field Force to check stocks with retailers/ wholesalers
- Any hospital visits/ retail visits to be done with full protective equipment (Medical Affairs team can advice on this)
- Establish telephone contact with doctors, hospitals and retailers

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Finance & Accounting and Country Heads

- Check with government bodies about any change in dates for filing reports
- Activate and inform insurance company to claim refund if any from Insurance policies for business interruption
- Commence banking online or through fax and supervisors to keep check on bank balances
- Prepare and conduct payroll process at month end
- Maintain list of assets taken by employees for work from home
- Activate BCP with banks for continuity of payments
- Take stock of IT and other assets returned by employees
- Report the additional expenses incurred to your Head Coach

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Supply Chain and Country Heads/ MDs/ Presidents

- Reach out to logistics companies like Grab, Uber, UPS, DHL, etc. for delivery of documents
- Establish contact with authorities as done in Stage II to activate supply chain of medical supplies including equipment and any food products
- Any stock receipts or issues to be done with safeguards and do not allow any third parties to enter beyond designated area.

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Administration and Country head/ Managing Directors

- Prepare for alternate security companies for safeguarding physical facilities
- Keep key documents in Fire proof safety facilities before vacating office
- Switch off all electrical equipment except for IT equipment before vacating the office.
- Sanitation steps to be taken for office and building

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General Guidelines

- Inform Customers/ Principals about the lockdown period and the measures taken before the lockdown. Also mention about the next update.
- Activate the BCP of your Suppliers, Customers and other stake holders
- If any case found in Mega's office or Office building, report to CEO & Chief Coach and your respective Head Coach ONLY.
- CEO & Chief coach will circulate the announcement to be made and the channels across which such announcement to be made
- Remain in touch with customers/ key stake holders on a periodic basis
- Office reopens with announcement signed by CEO & Chief Coach/ Head Coach
- Open office after lock down only for people not reporting symptoms
- Stay alert for symptoms after re-opening office

Thank You



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