

COVID19 (CORONAVIRUS) POLICY

We take the health, safety and wellbeing of our team and clients extremely seriously. To ensure safe working practices we have implemented the following:

Working Remotely or Working From Home[WFH]

To minimize the risk of our team members getting infected by coronavirus, we are amongst the first few companies who started Work from home policy & our 100% team members are working remotely in safety of their homes from 17th March 2020. By 16th March 2020, We created all necessary systems, reporting tools and created a systematic process to ensure full data security as well as effective implementation of work. This will ensure that there is zero downtime and that the work we carry out for you, and services that we provide is not disrupted.

Cross Training our Staff

In the unfortunate event of any of team members having any symptoms of the virus, we shall be self-quarantining and seeking the correct medical advice and treatment. We have trained our staff in each other's roles well in advance which will allow us to keep delivering high levels of services & communication to ensure your work and marketing strategy is not affected negatively.

Risks Associated With Travel

We have checked that none of our staff members have travelled abroad in the last 60 days. We have currently cancelled all future travel plans to ensure we can prevent the risk of getting infected by the virus upto an extent.

Social Distancing

We are refraining to attend any social gathering or events that may put us or others at a risk of getting infected with the coronavirus. We are communicating via phone, video conferencing & chat with our internal and external stakeholders.

Hygiene Best Practises

Apart from all the above measures, we have also sanitised our entire office & all computers to promote high hygiene standards at workplace as and when we resume working in our office.

IF YOU HAVE ANY QUESTIONS ABOUT OUR COVID-19, PLEASE DON'T HESITATE TO CONTACT US VIA:

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