



BANKS DIH LTD

D'Aguiar's Industries & Holdings

Memorandum

To: **All Employees**

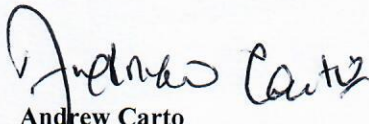
From: Mr. Andrew Carto
Human Resources Director

Date: 19 January 2022

Subject : **COVID Measures within the Company**

Please be advised as follows: -

1. All employees having been tested positive for the COVID Virus, will be required to undergo a mandatory fourteen (14) days quarantine period and will be required to present a Negative PCR COVID Test to the Staff Nurse before resuming duties;
2. In respect of any Department which is identified, as having recorded negative virus infected staff member(s), only the infected employee will undergo the required quarantine period. All other employees will be required to be tested and if tests are negative, those employees will be required to resume duty;
3. No employee will arbitrarily determine that he/she will be "working from home" without the express permission from the Human Resources Executive in consultation with the Staff Nurse;
4. Any infected employee who exceeds his/her fourteen (14) day mandatory quarantine period, such additional days will be deducted from their annual vacation days and any days in excess of the above period will be considered as leave without pay;
5. All employees are encouraged to avail themselves of the available COVID vaccines including the Booster Shot as a means of protecting themselves, their family members and fellow staff members from the consequence of the COVID virus.


Andrew Carto
Human Resources Director