



WORK FROM HOME POLICY

(IN THE EVENT OF AN EMERGENCY SITUATION, ISSUED BY THE
GOVERNMENT OF INDIA OR BY BARC INDIA)

WORK FROM HOME POLICY (WFH)

INTRODUCTION:

Broadcast Audience Research Council India (BARC India) reserves the right to initiate / implement 'Work From Home' (WFH) at the time of an emergency and/or force majeure situations in the best interest of its employees, stakeholders, and the wider community.

PURPOSE:

The primary purpose of this policy is to ensure business continuity during uncontrollable exigencies by ensuring that our employees are not exposed to any medium that can leave them susceptible to any health & safety hazards, or to any disruption or requirement for following any company or Government based request/order, for any reason. This policy provides a structure that will make provisions for employees to work from home on regular working day(s). The objective of this policy is to outline the details and provide flexibility to employees to work from home until it has been deemed safe to resume work under normal circumstances by the prevalent governing body in the state/country/invoking authority.

INVOKING AUTHORITY:

The Chief Executive Officer (CEO) of the company has the authority to invoke 'Work From Home' (WFH) during any emergency and/or force majeure situations .

SCOPE:

The policy applies to all full-time employees, part-time employees, probationers & consultants .

DEFINITIONS:

- **Company:** Broadcast Audience Research Council India (BARC India) and all its subsidiaries and Group Company / Companies
- **Group Company / Companies:** All subsidiaries and Group Companies of BARC India
- **Employees:** All permanent employees, contractual employees & . This policy shall also apply to any other personnel deployed in office premises.
- **Reporting Manager:** Immediate supervisor of the Employee
- **Management:** Reporting Manager, Head of Department and CPO, all inclusive.

COVERAGE:

This policy will be applicable to all employees of the Company regardless of:

- Whether the employee is in his/her probation period
- Whether the employee is serving his/her notice period

POLICY TERMS AND CONDITIONS:

This policy lays down the terms and conditions under which an employee will be required to Work From Home during emergency and/or force majeure situations:

- During a war (Armed rebellion / Bio-medical)
- A Pandemic/Epidemic
- Flood/Earthquake/Tsunami/any other natural calamity
- Any social, transport or such disruption

The Work From Home will be in effect until it has been deemed safe to resume work under normal circumstances by the prevalent governing body in the state/country/invoking authority and/or as informed by the CEO.

Only if deemed necessary, those employees who may be required to run Business Critical processes/functions (role that doesn't lend itself to work from home) may be required to attend to their work at any of BARC's or related physical facilities office. All other employees will be mandated to work from the confines of their homes.

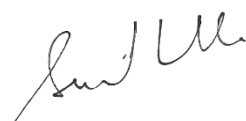
MISCELLANEOUS:

All Leaves applied for / approved during the emergency situation when the Work From Home is in effect shall stand cancelled, in the interest of their own safety. Any exceptions to the above will need the approval of the CEO.

All employees will be marked as WFH by default on BEEP (BARC 's HRMS Portal) for the duration of the work from home.

It is recommended that employees have appropriate secure internet connection at home to maximize their productivity such as cable internet access, broadband, mobile internet access etc. In case if the employee does not have the above, the Company will reimburse the cost (installation + monthly) to the employee, subject to the approval of the Head of Department (H.O.D) and Chief People Officer (CPO)

Approved by



Sunil Lulla
Chief Executive Officer



Manashi Kumar
Chief People Officer

History/Revision Dates

Policy Origin: 16th March 2020

Effective Date: 16th March 2020

Next review date: As and when required by CEO