

Code of Conduct to attend the office during COVID – Rev #3

1. Arogya Setu app should be operational on the phone and wearing Face mask is compulsory to enter NPCI offices.
 2. Front desk to provide body temperature before entering the office.
 3. No handshakes, hugs and standing in the groups is allowed and maintain 6 feet distance while seating and minimum 3 feet while walking.
 4. Biometric access / attendance is disabled, and use only access card to mark the attendance if necessary.
 5. Keep sanitizing and washing your hand frequently during the day, every desk has a sanitizer bottle, if not please ask the administration team.
 6. During the commute, use of gloves is recommended. The Glovers should be thrown off as soon as you reach home / office.
 7. Do not touch lift buttons, common doors while entering or exiting the building etc. use old pen or wooden stick and wash / throw the same immediately after the use.
 8. Do not touch office doors/Microwave/ Café machine/ Printer touchscreen or buttons.
 9. Employees to use shoe cover while entering the office premise
 10. Employees to have steam minimum twice during office hours or when announced.
 11. Follow marking done by team admin while seating and walking
 12. You can consume food at workstation and Cafeteria will not be operational hence employees need to bring their home food. Employee to restrict ordering food/ deliveries / packages etc from online portals
 13. Entry of Visitors, continues to be prohibited until further notice.
 14. We encourage employees to carry their own water bottles, Plates and spoons to office, even if you use office bottle, please wash and fill in by yourself.
 15. All breakout areas, gaming zones and Cafeteria will be closed for employee use to avoid gathering.
 16. Employees are requested to avoid frequent movements out of the premises during office hours
 17. Employees to avoid movements from their desks and from one office unit to another or outside the premises.
 18. Do not occupy/change/swap desks without informing administration personnel.
 19. Immediately after reaching home, employee should change clothes, mask and wash it in hot water and Soap and take a shower/bath before socializing with other family members.
 20. Person should brief their family members as well to take all precautions related to Covid-19.
 21. NPCI shall provide the travel kits for the employees, please contact local administration spoc
 22. NPCI shall conduct trainings for the employees coming first time to office (Post lockdown)
 23. Employee may now use mobile app based cab/bus services at Mumbai, Chennai and Hyderabad locations & also may avail Auto rickshaw facility (up to maximum of 4 Kms) keeping following safety points in mind
- A- Always wear mask and sanitize the surface with good quality Surface disinfectant. Keep sanitizer bottle handy & sanitize hands during and post usage. Its recommended to wear hand gloves during travel.

B-Preferably chose a Cab/Auto which has some shield between the driver and the passenger seat.

C-Do not use shared Cab/Auto with multiple passengers.

Boundary conditions for employees to visit office, (should not come to office)

1. WFH shall be permitted for female employees that are on family way
2. Employees or their family members having COVID symptoms.
3. Arogya Setu App showing "Red -High Risk"