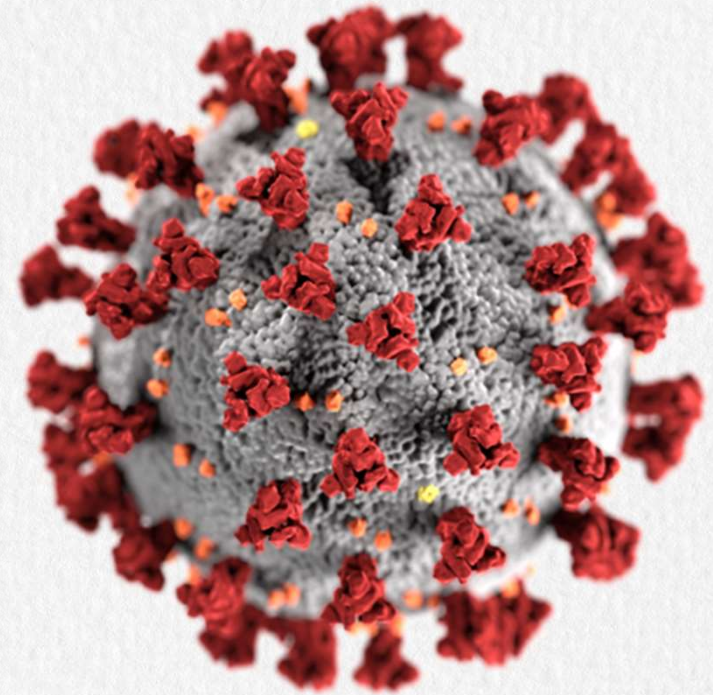


# BCP – Risk Assessment for Pandemics

Employee Care & Productivity Pack





## Business Continuity in Challenging Times; With a Focal Point on Employee Care & Productivity Pack...

*Business Continuity Plan, embraces a Risk Management Culture and covers the following Important Considerations:*

- Wellbeing Committee to Anchor the Scenario Monitoring & Rapid Response Rigor;  
To work closely with the Crisis Management Team, on Recovery Management Process...
- Segregation of Responsibilities, and Multi Location Delivery Execution.
- Role Backups in Separate Offices/Regions
- Cross Train Team, and Compassionate HR Policy
- Collaboration Platform for Communication, Like Microsoft Teams
- Revenue and Supply Chain Assurance Re-Plan
- Collaborative Recovery Plan with Customers, OEM's and Suppliers
- Heal & Recover Back to the Normal; or a New Normal, Operating Model...



*The Wellbeing and Crisis Management Teams can utilize the App Toolkit enclosed;  
to provide Employee Care & Enhance Productivity as part of the Business Continuity Response & Recovery Action Plan...*



## Travel Declaration – Self/Relatives

**DATA SEMANTICS®**  
BETTER INSIGHTS SMARTER DECISIONS

### HR Declaration Form

Dear Royan Pereira,

As per the current prevention and control practices of the COVID-19 (New Coronavirus), Arabtec Group requires you to provide information regarding your history of travel in the last 28 days, please report and update regularly in case of travel. Please complete the below form ONLY if You or Close Relatives have visited any of the following countries: China, Hong Kong, South Korea, Iran, Japan, Singapore, Italy or other countries appeared COVID-19.

Country Visited	Date of travel	Date of Return	Duration of Stay
India	3/2/2020	3/12/2020	10
	3/16/2020	3/16/2020	0
	3/16/2020	3/16/2020	0
	3/16/2020	3/16/2020	0

Flight Type: ☒ Non-Stop Flight ☐ Transit Flight

Please mention country name if it is a Transit Flight

Any history of contact with confirmed COVID-19 case ☐ Yes ☒ No

Fever or Flu symptoms During or After return from Travel ☐ Yes ☒ No

Visited Native with Limited Travel to Dense Tourist Spots...

I hereby declare that the details provided above are true and correct to the best of my knowledge and belief, and I undertake the responsibility to inform you of any changes therein, immediately.

Declaration Date and Signature: **Royan Pereira**  
3/16/2020 1:37 PM

## Symptom Checker – Self, and HR Decision

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Select the Symptoms.

Do you have following symptoms?

- ☐ Fever
- ☒ Dry Cough
- ☐ Exhaustion
- ☐ Productive Cough
- ☐ Shortness of Breath
- ☒ Sore Throat
- ☐ Headache
- ☒ Muscle Pain
- ☐ Chills
- ☒ Vomiting
- ☐ Stuffy Nose
- ☐ Diarrhea
- ☐ Running Nose

Get Started

Check

Least likely to have COVID-19. You can apply for work from home.

Your Covid Score is 10.1

Inform Manager

## Encouraging Transparency and Care:

Employee Self Declaration, with HR Decision Support Embedded and Extended Support Systems invoked; like Hospital Appointment, Work from Home Approvals, VPN Enabled Laptop Delivered, Counselling, etc.



i-Memo; Multi Purpose Request, RFI & Approval App

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[New Request](#)

Dashboard | My Memos | Approvals | RFI's

All Pending Open Approved

3 0 2 0

Request#	Document	Subject	Requested By	Pending with	NeededBy
D200225120712778	IOM	Request for Abby Software	Test-imemoAdmin	Balasubramanian.S	February 25, 2020
D20030214285336	IOM	Testing Signature Flow	Test-imemoAdmin	Balasubramanian.S	March 2, 2020

**Landing Page, SLA's...**

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BETTER INSIGHTS SMARTER DECISIONS

Akshay Shivanand Raikar  
Chairman

Request#: D200220190939

Provide Information

Information for Requestor

RFI & Responses...

Need more info

We will soon provide more information.

[Back](#)

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BETTER INSIGHTS SMARTER DECISIONS

Summary/Attachments

Subject: Request for Abby Software

Creation Date: February 25, 2020

Executive Summary

Need Abby Flexi Capture to scan Pdfs

Request Type & Summary...

Department: Akoya Oxygen Project Operati Document: IOM Needed By: February 25, 2020

Memo For: ☒ Information ☐ Approval Urgent: ☒

Request# Created by Created for Co-Requester

D200225120712778 Test-imemoAdmin Balasubramanian.S Ibrahim.Saad

**DATA SEMANTICS®**  
BETTER INSIGHTS SMARTER DECISIONS

Summary/Attachments

Request#: D200225120712778

Attachments

There is nothing attached.

Attach file

Comment

Please Write Attachment Comment for Each Attachment

Request Attachment & Submission...

Approval Path:

Name	Role	Status
Balasubramanian.S	IT	Pending
Ibrahim.Saad	IT	Pending
Binoo Joseph	IT	Pending

Signature:

Test-imemoAdmin

[Submit](#) [Save](#) [Discard](#)

**DATA SEMANTICS®**  
BETTER INSIGHTS SMARTER DECISIONS

Akshay Shivanand Raikar  
Chairman

Request#: D200220143605 | Need to implement Power Apps

Executive Summary

Digitize Fringe Process Flows in SCM, Sales...

Attachment Comments

POI in page 12, Detailed Deck...

Approval & Signatures...

Approver Comments

POI in page 12, Detailed Deck...

Signature

ASR

Employee Name

[Approve](#) [Reject](#)

*Unified Simple Request and Information Dispersing Platform for Visibility, Approvals and Collaboration; with PDF Output...*

## HR Requests

- Leave Pre-Approvals
- Bank Letters
- Salary Letters
- Experience Letter
- Work From Home...

## IT Requests

- Software Initiatives
- Head Count Request
- Support Services Request
- AMC Contract Renewal Request
- Buy vs Lease vs Sub Contract...

## Marketing Requests

- Campaign Spend
- Advertising Spend
- Promotions Planned
- Promotions Spot/ Event Based
- Subscriptions Request...



## Promotion



### Promotion Details :

- Price \$ 10,000 for Enclosed 3 Use Cases as-is, with Logo and Primary Theme Change.

### Pre-Requisites :

- Microsoft PowerApps (+ Automate),
- Microsoft Sharepoint for Reference Lists,
- Microsoft Azure DB for Transactions Storage,
- Blob Storage for Attached Documents,
- Azure Search for Searching Docs, etc....

### Implementation Considerations :

- Remote Implementation Methodology.
- Azure Credentials for Deployment.
- Can be Deployed with Admin on Microsoft Teams, Screen Sharing.
- AD Admin based Approval Path.
- AD Group for Ceiling of Approval Path.
- Single App rendered natively Omni Channel.
- Enhancement can be availed at an Optimal Offshore Rate of USD 250/MD for the Current Promotion based Objects.

# Thank You

Looking forward to working with you, on your Business Initiatives

We Respect and Value your Business...