



# EFT Group

## Coronavirus Policy

### **Purpose**

EFT Group Ltd are aware there is an outbreak of Coronavirus around the globe and is now affecting the UK. Although this is currently in containment phase with the UK, we are bringing in measures as part of our social responsibility to play our part as a company and to protect our employees, subcontractors and clients.

### **Measure That Will Be in Effect Immediately as of 05/03/2020**

#### **Scope:**

Employees & Subcontractors

#### **Procedure**

1. If you have travelled back from an affected area you will be required to notify your line manager or EFT representative and you may be asked to self-isolate for 14 days. Under no circumstances should you come into the office without prior arrangements with your line manager.

Current High-Risk Areas Are:

- **Northern Italy**
- **China**
- **South Korea**
- **France**
- **Iran**
- **Japan**



2. If you have been in close contact with anyone that has been to a high risk area who may have Coronavirus, you must tell your line manager immediately via telephone. By no means should you come to the office.
3. If you feel you may have Coronavirus you must self-isolate immediately call NHS advice line: 111 and seek advice on what to do next. By no means should you come back to the office and risk the spread of the virus.
4. The UK government have implemented statutory sick pay from day one instead of from day 4 so this takes effect immediately.
5. Some employees may be asked to work from home who have the potential to do so.
6. We are constantly monitoring our client's actions, and should an area be closed for access, you may be asked at short notice to go to areas to conduct work that may not be in your area. Operations will be monitoring this on an ongoing basis.
7. Disciplinary action may be taken if this policy is not adhered to.
8. No subcontractor shall attend EFT Group Office premises without prior arrangement until further notice.
9. **Other measures may be implemented at short notice. All employees will be notified as soon as this policy amended.**

Signed on behalf of the Board of Directors:

A handwritten signature in blue ink, appearing to read "Adam Watts", is written over a light blue circular stamp.

**Adam Watts**

Position: CEO

Date: 05/03/2020

