

Pandemic Management Policy

Scope:

This policy is applicable to all TDRA staff, contractors, service providers, customers & visitors in TDRA facilities, only during the times of pandemic as defined by competent local authorities.

Policy:

TDRA is committed to,

- Effectively manage the pandemic by driving responsible and safe working practices in TDRA facilities.
- Communicate and ensure consistent compliance with the established systems & procedures at all times.
- Transparency when reporting and managing suspected and confirmed pandemic cases, nevertheless ensuring confidentiality of personal health information.
- Ensure the provision of adequate resources to manage the challenges arising out of the pandemic in a timely and effective manner.
- Ensure consultation and encourage participation of employees, while taking decisions that affect occupational health, safety and well-being.
- Provide appropriate support mechanism addressing the financial consequences faced by those employees who are unable to work due to restrictions, or are undergoing self-isolation or quarantine, in line with the legislations from the competent authorities.
- Communicate to its employees and other relevant interested parties, the required mechanism of reporting incidents or raising concerns.
- Protect its employees from reprisals when reporting potential illness or incidents, or if they withdraw themselves from perceived unhealthy or unsafe work situations related to the pandemic.
- Ensure seamless coordination across all levels of the organization, when implementing risk control measures related to the pandemic.
- Manage risks related to pandemic by ensuring continual awareness on the up-to-date advice and information from related federal authorities and adhering to them strictly.
- Adhere to all the applicable federal & local pandemic safety guidelines and regulations.

Policy Control & Review:

TDRA shall ensure that the Pandemic management policy is communicated, understood and applied within the organization to every staff and display it in prominent locations as required. TDRA shall bring the Pandemic management policy to the attention of any external party associated with the TDRA such as its contractors, service providers, customers, and visitors, as required and to any other interested parties including members of the public. This Pandemic management policy is susceptible to changes with the introduction of additional governmental guidelines or changes to the existing ones. If so, TDRA shall update at the earliest by email, circular or Website. The Pandemic management policy will be reviewed on an annual basis for its applicability and updated if required.