



QUAISER PARVEZ
Chief Executive Officer

Whenever you think, the time is right, we are prepared.

Nucleus Office Parks has always endeavored to create a world-class working environment at all its Office Parks. With the reopening of offices post the lockdown, we are working tirelessly towards ensuring your safety and business continuity and that we continue to provide the finest working spaces.

To create a suitable plan for welcoming you back, we at Nucleus Office Parks convened a COVID-19 Team and evaluated certain aspects of our operations to ensure your safety and convenience. In consultation with medical consultants, real estate leaders and technical experts, we have formulated various measures to be followed across our assets to mitigate the spread of the virus. These include:

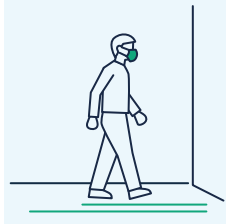
- **Enhanced disinfection/sanitation procedures**, with a special focus on **high-frequency touchpoints**.
- Common area **social distancing strategies** supported by **reminders to follow protocols**.
- **New elevator procedures** to manage entry and exits and **limited passenger capacity**.
- **PPEs for all building facilities teams** including protective masks.
- **Support for personal hygiene** with readily available hand sanitizer.
- **Enhanced building-wide communication** with **prompt case reporting to occupiers**.
- **Collaboration with tenants on de-densification** of the workplace and employee-specific strategies.
- **Launch of NOP and One BKC app** to build a **seamless, contactless safe experience for our occupiers** while entering the Park, inviting visitors or even ordering food.

All these measures are likely to help us fight against COVID-19 and help businesses to continue working at our assets. All occupiers are encouraged to utilize the SOPs and educate and train their respective employees/staff/agents on the processes that will be part of the new normal that we are all getting used to.

The comprehensive SOPs serve as ready reckoners to deal with certain situations, thus helping to collectively maintain a safe environment for employees and visitors alike and security for each person walking into any of our Parks.

We look forward to everyone's continued cooperation and diligence.

A commitment to well-being.



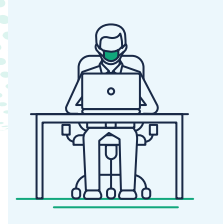
Upon entering the premises

- Employees/visitors to show ID card along with the authorized list/approval from occupier at main gate.
- Please ensure the use of hand sanitisers available at all entrances.
- Make sure masks are securely worn at all times.
- Cooperate with the contact-less temperature check-up.
- Maintain social distancing at each point right from the entry, or on the elevators.
- There will be 2 queues formed from the gate till the lift lobby entrance.



Upon reaching your floor

- Maintain social distancing and stand in queues.
- Kindly follow the social distance marking on the floors.
- Lift coordinators will assign lifts. Use of staircase is encouraged.
- At a time, only a maximum of 4 people allowed in a lift.
- On reaching the respective floors, report to the occupier.



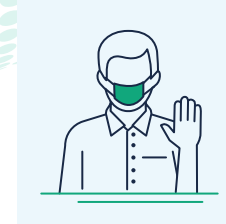
Upon reaching your office

- Continue wearing masks.
- Use hand sanitiser at regular intervals.
- Maintain social distancing.
- Try to avoid gatherings and groups. If necessary maintain distancing.
- All turnstiles/barricades/gates/doors would be kept open during office hours.
- Cafeteria will remain closed till further government notice. Employees to carry their own meals and consume them at their own workspaces.



Our promise

- Task Force in place, with clearly defined roles and responsibilities.
- Clear signage at all access points to direct safe behaviour and social distancing.
- Cleaning of Air Handling Unit (AHU) as per ISHRAE guideline, as well as sanitization of machines and tools.
- Availability of emergency services, including isolation rooms at a property level.
- Health check and screening protocols for employees, visitors and service providers.
- Company apps (ONE BKC app/ Nucleus Office Parks app) with all necessary features have been introduced. Make sure to install them.



Your promise

- Follow all safety guidelines.
- Do not force yourself to come to work if not feeling well. Instead get medical attention and clarify.
- Wear masks always. Do so properly and dispose them with care.
- Always cover your face when coughing or sneezing with/ without mask.
- Take part in the daily health declaration session guided by your occupier.
- Download and install relevant company apps and Government's Aarogya Setu app as well.