



## SUNDARAM FINANCE HOLDINGS

SEC:33:20-21/GN  
August, 17, 2020

The Manager - Listing  
National Stock Exchange of India Limited  
Capital Market – Listing  
Exchange Plaza, 5th Floor  
Plot No.C/1, G Block  
Bandra-Kurla Complex  
Bandra (E), Mumbai 400 051

Dear Sir,

**Sub: Submission of Disclosure of Covid-19 Pandemic Impacts**

The evaluation statement indicating the impact of the Covid-19 pandemic on the business of our Company, prepared in accordance with the SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/84 dated 20<sup>th</sup> May, 2020, is enclosed.

Thanking you,

Yours truly,  
for Sundaram Finance Holdings Limited

P.N. Srikant  
Secretary & Compliance Officer



**Sundaram Finance Holdings Limited**



# SUNDARAM FINANCE HOLDINGS

Evaluation of COVID -19 Impact		
	Heads of information	SUNDARAM FINANCE HOLDINGS LTD'S RESPONSE – 17 <sup>th</sup> August 2020
(i)	Impact of the CoVID-19 pandemic on the business	The company generates a significant portion of its income from dividend flows from the portfolio companies that are engaged in the automotive sector. The pandemic is likely to have affected the growth prospects of the portfolio companies significantly, though the extent of the impact is currently unascertainable. Consequently, dividend flows from portfolio companies are expected to be much lower, till there is a return to normalcy and revival of growth in business in the sectors in which the portfolio companies operate.
(ii)	Ability to maintain operations including the factories/units/office spaces functioning and closed down	As on date we have opened all our office spaces in accordance with the Guidelines issued by the Central and State Governments.
(iii)	Schedule, if any, for restarting the operations	The operations of the Company have already been commenced in accordance with the Guidelines issued by the Central and State Governments. As and when further relaxations are announced by the Government, functioning of all employees from the office premises will be suitably planned.
(iv)	Steps taken to ensure smooth functioning of operations	A "work from home" (WFH) policy has been formulated to ensure continuity in the operations of the company – Annexure 1. Additionally, the Administration Department has circulated a detailed Standard Operating Procedure to all employees for smooth and uninterrupted functioning of Operations – Annexure 2.
(v)	Estimation of the future impact of CoVID-19 on its operations	It is difficult to make an exact estimation of the impact of Covid-19 on the operations of the Company in view of various uncertain factors that determine the future impact.
(vi)	Details of impact of CoVID-19 on listed entity's capital and financial resources	There is no impact on capital and financial resources.
	(a) Profitability	It is difficult to exactly estimate the impact now in view of the various uncertain factors that determine the future impact.
	(b) liquidity position	As on date the Company does not estimate any impact on its liquidity position.
	(c) ability to service debt and other financing arrangements	Company does not have any debt or other financing arrangements.
	(d) assets	As on date the Company does not estimate any impact on its assets.
	(e) internal financial reporting and control	MIS Reports are being shared with the middle and senior management on a periodic basis to facilitate close monitoring of the overall situation and take appropriate risk mitigation measures. As on date the Company does not estimate any impact on its internal reporting and controls.
	(f) supply chain	Not applicable
	(g) demand for its products/services	Not applicable
(vii)	Existing contracts/agreements where non-fulfilment of the obligations by any party will have significant impact on the listed entity's business	Not applicable
(viii)	Other relevant material updates about the listed entity's business.	Not applicable



**Sundaram Finance Holdings Limited**

Document Control Table	
Document Type	Process
Document Name	Work From Home Process Document
Document Reference No	SFHLT-PR-HR-001
Applicable to whom	All in SFHL
Access to whom	All employees; Management Team
Responsibility for document maintenance	HR
Periodic review of document by whom	HR, MR
Purpose of document	To understand and implement work from home process
Security Classification	Internal

Version No	Change Description	Prepared by	Reviewed by	Approved by	Release date
1.0	Newly drafted process document with version control	Manager HR	Head HR	CEO	13-Aug-20



**Sundaram Finance Holdings Limited**

# **SFHL Work From Home Policy**



---

**Sundaram Finance Holdings Limited**

## 1. Objective

The Work from home policy has been designed to ensure that both employees and our company will benefit from these arrangements

## 2. Scope

This policy applies to Full Time Employees whose primary work location is Home.

## 3. Guidelines for Work from Home:

- The option to Work from Home is not a right and is provided to employees only after due consideration of the specific business need.
- Work from Home needs to be approved, in advance, by Business head and HR head based on business justification.
- The approval shall be valid for a specific period based on the business requirements. If the requirement for Work from Home persists after the approved period, the same approval process shall be followed.
- The Reporting Manager, in consultation with Functional Head, should agree with the employee on the Work from Home timings and track the employee for both deliverables and availability for performing the work.
- Functional / Department Heads are required to send the list to HR on or before 25<sup>th</sup> of every month confirming the list of employees who will be working from home the next month.
- Employees should follow shift timing assigned by the manager.
- Employees once opt for a particular shift timing, they can opt for another shift timing only in the next month.
- Employees are required to be present between 10.00 a.m. and 4.00 p.m. which is “Core Office Timings”.
- Any login post 10.00 a.m. will be considered as late / leave, as per company policy, unless the employees were on official work / tour / training in which case they are required to regularise their attendance in the HRMS.
- Employees are required to use the HRMS regularization option to record their attendance. Whenever, employees avail personal leave / permission with reasons, they will continue to



---

### Sundaram Finance Holdings Limited

follow the existing Company Policy, applicable to them, to apply leave / Permission in HRMS.

- The employee must be logged on to the system and be available for any calls and work during the agreed shift timing. If the employee is not available for any part of the shift time, the same should have been intimated to the Reporting Manager in advance.
- The employee will be required to make available a suitable space in their home, which will allow for undisturbed working.
- If the employee is required to attend office for internal / external meetings / reviews etc., they will be given advance notice and they are expected to attend without fail.
- If the employee has an approval to work from home but is required to visit a client or other office, then their business expenses can be claimed, as per company policy, considering their home as base.
- The employee is required to acknowledge the Annexure I (SFHL Information Security Practices for work-from-home) below shall be bound by the terms and conditions mentioned therein.
- The employee is required to ensure that all Security and people policies applicable to all employees are 100% complied.

#### **4. Broadband / Dongle Allowance:**

- The employees Working from Home will be paid a sum of Rs.500/- (Rupees Five Hundred only) per month towards broadband / dongle allowance.
- This allowance is applicable only for those employees who are not provided with a Company Mobile / Data Card / Reimbursement of Home Telephone / Broadband connection.
- This allowance will be reviewed and revised, once in 6 months, considering the market tariff for a 2 GB / day data plan.

#### **5. Bring Your Own Device Allowance (BYOD):**

- For those employees who are on a work-from-home plan as mentioned in 3, and are not provided with a company owned asset but are using their own Desktop / Laptop for official purpose, a sum of Rs.1,000/- (Rupees One thousand only) per month will be paid for the period they work from home.
- This allowance will be paid to the employees, based on the list received from the Respective Functional / Department Head.
- The employee will follow the guidelines laid out in the Company's Information Security Policy. The employee shall ensure that proper security / anti-virus software is installed in the device as per the Company requirement.
- Company reserves the right to confiscate, audit or inspect employee-owned devices; manage the device and the business applications running on it (e.g. from a central management console); enforce technical security controls such as access control, malware protection software and encryption; monitor, access, manage, recover or delete business apps and data on employee-owned devices; remotely delete all business information in the event of a security incident, if the individual who owns the device leaves the organisation or the device is lost or stolen.

---

#### **Sundaram Finance Holdings Limited**





- When user leaves the company, user should make sure the access to company data is completely stopped, user should bring the device to the company and the Technology Team need to wipe out permanently all the company related data from the device.
- Company won't guarantee all the devices will work as per the user's expectations and won't trouble shoot these devices. This responsibility will be entirely with the employee.
- If the company identifies that the device is not used as per the company usage policy, company has the full right to wipe out the entire device.

#### **6. Effective Date**

- The Work From Home Policy comes into effect from September 01, 2020.

**Any exception to the above policy shall be recommended by Business Head / HR Head and approved by CEO**

The Company reserves the right to modify, withdraw this facility, at any time, without any notice to employee(s).



Annexure I

1. All the SFHL ISMS policies and procedures with respect to data security are fully applicable while working from home. VPN security, Password Management security and profile-based Web filter security is in built into the SFHL equipment. Hence, the equipment provided by SFHL for working from home does not facilitate removable storage media (including CDs/DVDs, USFHL / Flash Drives), print screen has been disabled and does not allow storage of data locally
2. Staff provided with computing and communications equipment of SFHL for working from home to protect the security of confidential information and never put the information at risk while working from home
3. You are allowed to switch on and switch off the equipment only during the hours authorized. Ensure pre-defined shift working hours and break times are followed. Lock computers when not in use (Ctrl+Alt+Del).
4. Do not share your access credentials with anyone (e.g. ID and password). After switching on the equipment, please check the basic health of the system by checking the Symantec daily antivirus update and latest patch update.
5. Equipment provided by the SFHL is to be used only by SFHL staff. Modifications or replacement of equipment can be made only by SFHL IT
6. Scheduled meetings to be attended / responded at pre-defined times.
7. Be mindful of "eavesdropping". Conduct sensitive phone conversations preferably in a private area.
8. Never take photographs or video of SFHL equipment nor have it in the background of photos or videos of any kind. Never record any phone conversations.
9. Never send client data to unauthorized recipients or websites
10. Please avoid eatables/ liquid items in the vicinity of SFHL equipment that may invite pests and result in damage to the equipment
11. Please take good care of the physical security of the SFHL equipment at home. If any equipment leave your possession, report it to your Manager immediately.
12. The COVID-19 themed scam messages in mail and in mobile are examples of "phishing". When an attacker sends a message, email, or link on COVID-19, it may look innocent but is malicious and designed to prey on fears about the virus. Please do not click on such links or attachments. A good rule of thumb is - when in doubt, delete it! Report suspicious activity immediately



**Sundaram Finance Holdings Limited**



## Annexure 2

As per our government regulations / directives, following safety measures were undertaken in our office.

**Fumigation (Anti-Viral Treatment)** – office premises was fumigated and sanitized as and when required using Pest control vendor. On daily basis, office area is sanitized using anti-viral disinfectants through Housekeeping staff

**Temperature Check** – Temperature check is done to all employees & other staff (Housekeeping, Security & other staff) at the reception area and anyone found above the normal temperature level shall not be permitted to work

**Restriction to Vendors & Contractors** – Entry to all vendors and contractors inside our office is restricted unless there is some critical requirement

**Wearing of Masks & Gloves** – All employees shall wear masks at all times in office. Contract staff namely Housekeeping, Security, Pantry staff shall wear masks and gloves

**Sanitization of Vehicles** – All vehicles entering office premises (Bike / Car) will be sanitized using disinfectant spray at the entrance gate / parking area

**Hand sanitizers** – Hand sanitizers are made available in the building entrance, reception and in work areas, and employees are advised to use the same frequently

**Non-Availability of Air-conditioners (A/C)** – As per government directives, Air-conditioners (A/C) will not be operational and table fans are deployed for employee use

**Bio-metric Device** – Biometric devices are disabled and manual attendance is followed

**Tea/Coffee** – Tea/coffee services are suspended to avoid gathering of employees in Pantry

**Drinking Water** – Drinking water dispenser will be available, however disposable cups / tumblers are removed. Employees are informed to bring their own cups/water bottles



**Restriction to Food & Snacks vendor –**

For safety reasons, food and snacks vendors are restricted to operate in our premises and employees are advised to bring their own food and snacks items from home

**Restriction for employees to go outside during working hours :** Employees are advised to avoid going outside office premises during working hours unless there is an emergency and only with the approval from your Department / Vertical Head.

**Social Distancing & Seating arrangements:**

Workspace – Seating arrangement followed as per social distancing norms (employees are seated diagonally)

Cafeteria – having lunch as group is restricted and employees to sit diagonally in the Dining table

**Workplace and Restroom Hygiene:**

Work area including workstations, Restrooms and Dining hall are sanitized with disinfectants regularly. Common areas including parking areas are sanitized / sprayed with disinfectants

Cleaning of Door knobs, handle, staircase handrail, taps and fitting in restroom with disinfectants done on regular basis.

