

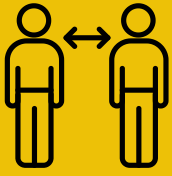
# Protecting our People

We have you covered.



Nord Oaks BPO

# Keeping Our Workplace Safe



Sit 3ft apart  
from other  
people



Wear a mask at all  
times



Stagger work and  
break hours



Disinfect shared  
surfaces before  
and after use



Avoid closely socializing  
with colleagues inside or  
outside office premises



Work from home  
whenever possible

Our offices have implemented a “No Face Mask, No Entry” policy. You may only remove your face masks when eating or drinking.

All employees are also required to answer a health check form either online or on-site and undergo a temperature check upon arrival on a daily basis. Anyone with temperatures above 37.5°C or any red flags on their daily health check forms will not be allowed to enter the company premises and will be managed with proper safety protocol.

# Health and Safety Initiatives



## **COVID-19 information drive.**

We provide regular health advisories, policies, and news to our employees via email and posted on our employee portal and online channels. We also send out mental health resources (e.g. tips and coping strategies).

## **Vital medical assistance.**

We enrolled all are employees to the #1 healthcare provider in the Philippines, which allows them to utilize any medical facilities near their location at anytime. Teleconsultation service is also available for convenience and safety.



### **Emergency?**

DOH Mobile#: 1-555 | Hotline: 911

### **Non-Urgent**

NOB HR: [admin@nordoaks.com](mailto:admin@nordoaks.com) |  
CT Message any HR staff