

ADVISORY

10 May, 2025

Dear Associates,

We wish to inform you that our employees are safe — and that remains our foremost concern. We appreciate the deep sense of responsibility shown by everyone during this period. While the immediate situation is under control, we urge continued vigilance. Your safety remains our highest priority, and our leadership team is actively monitoring developments. Outlined below is a set of measures to protect you and your loved ones:

Medicines & Prescriptions:

- Maintain a 2-month stock of essential medications for chronic illnesses such as diabetes, hypertension, asthma, thyroid, etc.
- Keep basic antibiotics, antipyretics (e.g., paracetamol), painkillers, anti-diarrheas, and antihistamines at home.
- Preserve prescriptions and medical reports digitally and physically in a safe, accessible place.

First Aid Kit:

Ensure your first aid kit is well-stocked with essential supplies, including:

- Bandages, gauze pads, adhesive tape, antiseptic wipes, antibacterial ointment, scissors, and gloves.
- Pain relief medication and fever reducers.
- Oral rehydration salts, burn cream, and antihistamines for allergies.

In addition to this, please continue to adhere to the following guidelines:

- Avoid non-essential travel.
- Avoid large gatherings.
- ID cards are a must – 'No card, No entry' policy is implemented for safety purpose. Kindly adhere to it.
- Be aware and follow the local government regulations in your location.
- Cybersecurity Awareness: Kindly report any suspicious emails or content immediately to your respective HR / IT Heads.
- Avoid Speculation or Sharing Unverified Information: Avoid forwarding or circulating unverified content or news, videos, or social media content related to the operation. Trust only official sources for updates, instructions, or contribution appeals. Please refer to the Government of India's Press Information Bureau: <https://www.pib.gov.in/indexd.aspx> for getting credible news and information. For any fact check on fake news, you can follow the PIB Fact Check channel on WhatsApp: <https://whatsapp.com/channel/0029Va8qAvY90x2tpiE7n92a>
- Respect Company Communication Policy: Do not use company channels (email, internal chats, social media) to discuss or circulate opinions related to the operation.
- Media Engagement: Employees are not authorized to speak to media or in public forums on behalf of the organization on this topic. Please refer all inquiries to the Communications team or write to group.communication@mahindramail.com

For any emergency, you can reach out to us through our toll-free helpline numbers:
+91 9867600100 / +91 9930600100. Alternatively, you may email us at
emergency.support@mahindra.com for concerns or support you may need.

Stay safe.

Warm regards,
Ruzbeh Irani
President - Group Human Resources