

## **ADVISORY**

12 May, 2025

Dear Associates,

Thank you for your continued support during the past few days. While the situation seems to be in control for now, we encourage all of you to remain cautious and vigilant. Our leadership teams are closely monitoring developments, and your safety and well-being continues to be our highest priority.

### **Action Required: Update Your Contact Information**

To ensure a seamless flow of communication and effective support, it is absolutely critical that our employee database remains accurate and up to date. You would have received an email from your HR team, requesting you to update your contact details on the portal. If you haven't already completed this, we urge you to prioritize this task and complete it by the end of today.

As advised before, please continue to follow the guidelines below:

#### **1. Limit Non-Essential Travel**

Refrain from travel unless necessary, prioritizing safety over convenience. If you must travel, please avoid going in groups.

#### **2. Avoid Large Gatherings**

Minimize participation in crowded events to reduce exposure risks.

#### **3. Observe Local Government Orders**

Stay informed about the rules and directives issued by authorities in your region and comply responsibly.

#### **4. Report Suspicious Cybersecurity Activity**

Be vigilant about potential cyber threats. If you come across suspicious emails, links, or content, report them immediately to your HR or IT team for further investigation.

#### **5. Beware of Fake News**

Sharing unverified news, videos, or social media content can spread misinformation and create unnecessary panic. Rely only on trusted official sources for updates, directions, or appeals for assistance. For credible and accurate news, refer to the Government of India's Press Information Bureau:

<https://www.pib.gov.in/indexd.aspx>

Additionally, for fact-checking doubtful or false news, you can follow the PIB Fact Check channel on WhatsApp:

<https://whatsapp.com/channel/0029Va8qAvY90x2tpiE7n92a>

Thank you for your cooperation and commitment to safety.

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