

EMPLOYEE GUIDE

RETURN TO THE

WORKPLACE

SANOFI MALAYSIA

Welcome Back!

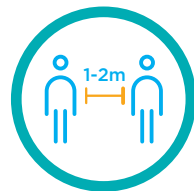


SANOFI

THE HEALTH AND SAFETY OF OUR EMPLOYEES IS OUR PRIORITY



KEY PRINCIPLES OF RETURN TO THE WORKPLACE (RTWP)



- ✓ The plan is made on a country-to-country basis.
- ✓ It is gradual and implemented in phases depending on local context and business needs.
- ✓ We safeguard employees' health and ensure preventive safety measures in the office such as hygiene, physical distancing, limited occupancy and rotating employee groups.
- ✓ Sales force return to the field must be driven by the guidance of HCPs, healthcare institutes, pharmacies, retailers and merchandisers while maintaining digital interactions with customers.

GUIDELINES FOR FIELD-BASED EMPLOYEES



- ◆ **Health and Safety is the primary concern for Employees, Customers and Patients.**
- ◆ **Seek HCPs or customers' preferences in terms of interactions** after RTWP is activated and **engage preferably through digital meetings, phone calls and/or e-detailing tools.** Keep monitoring HCP's feedback on continuous remote engagement.
- ◆ In addition to Sanofi's guidelines, **respect Government, Health Network, Hospital, Pharmacy, Retail and General Practice guidance** regarding access and interactions.
- ◆ **Face-to-face visits and meetings with HCPs/customers will be done through pre-appointments only and require the approval from FLSM/BU Head.**
- ◆ Where possible, **propose an appointment outside the hospitals.**
- ◆ **Patients wards in the government hospitals selected for COVID 19 management must be avoided.**
- ◆ All sales force or field-based employees including Frontline Sales Managers (FLSM), **should avoid entering office** until further notice. In case sales force staff needs to come to the office, they should seek prior approval from their Manager and inform HSE.



- ◆ **Group face-to-face meetings should be avoided, except for critical cases and can be organized only with the approval from HCP/Customer, and BU Head, and comply with the following guidance:**
 - Size of the room must be appropriate to accommodate participants (**recommend: 4m² per participant**)
 - Limit number of participants (**maximum 4 participants**)
 - Wear mask and physical distancing, the event should be as short as possible.
- ◆ **Limit the amount of time interacting** in the community as dictated by Sanofi policy, particularly in retail areas, pharmacy and clinical settings. Recommendation not more than 30 mins.
- ◆ **Limit use of all public transport, wearing face mask, practicing physical distancing** and washing hands frequently with soap and water or hand sanitizer, are highly recommended when you are out in the community for work.
- ◆ **The company will allocate 2 surgical masks per day of presence in the field and a 50-ml bottle of alcohol hand sanitizer gel per month.** They will be delivered via parcel post to home address of our sales force.
- ◆ **International travel, meetings and events are banned globally** until further notice.
- ◆ **Domestic flights are allowed for critical purpose upon the approval of BU Head.** Staffs have to wear masks and use hand sanitizers frequently. Overnight stay is allowed, use company preferred hotels and check COVID-19 safety measures of the hotel before check-in.
- ◆ **No travel or field work in high risk areas (Red Zone).** Check via MySejahtera Apps for Hotspot information.



GUIDELINES FOR OFFICE-BASED EMPLOYEES



Team A



Team B



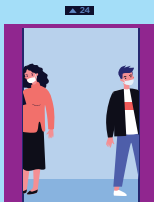
2 Days Work in Office
3 Days Work from Home

- ◆ **It is an option, not mandatory. Work from home is encouraged wherever possible.**
- ◆ **These RTWP guidelines are valid for June 2020 and will be re-assessed and shared on a monthly basis.**
- ◆ While we continue encouraging our employees to work from home, we will start implementing the gradual return to the office through the **Splitting Teams A/B and rotating schedule** starting from **9th June 2020 for Sanofi Malaysia.**
- ◆ **Team A** will work at the office on **Monday and Tuesday** while **Team B** will work at office on **Thursday and Friday**. Apart from the designated 2-day work period, please continue to work from home. Each team must strictly follow their office schedule – no crossed team. Members of the different teams should not meet up in the office.
- ◆ **Flexible Hours:** 7am-4pm; 8am-5pm, 9am-6pm, 10am-7pm. Employees need to inform their Manager if request other flexi hours.
- ◆ Our office will be **closed every Wednesday**. All employees will work from home and are not allowed to enter the office.
- ◆ **Always bring your work laptop home with you** before leaving the office each day.
- ◆ **Employees can continue working from home if they still have personal duties at home** such as childcare, care of ill and elderly family members, **or other personal challenges** e.g. having health issues or having long trip in public transportation. They should inform their manager for acknowledgement.

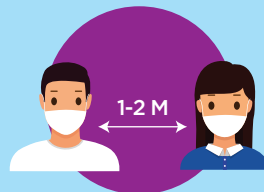
HEALTH & SAFETY MEASURES IN THE OFFICE



- Temperature check and wearing mask is mandatory at the entrance (G/F lobby) of Plaza 33 and Sunway Pinnacle Building. The Building's security will not allow anyone who has temperature >37.5°C.
- Due to local requirements, employees are required to have another temperature check and recorded at Sanofi Office - Reception Counter of L18 Plaza 33 Office and Reception Counter of Sunway Pinnacle Office.



- Employees are required to enter Sanofi Office via G/F Lobby only. Car Park lift Plaza 33 to access to Sanofi Office floor has been disabled.
- Avoid crowded elevators, always keep distancing (stand within the designated boxes - 4 pax for Plaza 33 Lift and 5 pax for Pinnacle Lift) and wear mask while in elevators.



Limit contact and maintain physical distancing (1-2 metre) at workstations following the markings Team A (Green) or Team B (Blue).



The company allocates two surgical masks per day or one KF 94 mask per day of presence in the office. Employees can collect the masks from the receptionist for a two-days use per week (4 masks each for surgical mask or 2 mask each for KF 94).



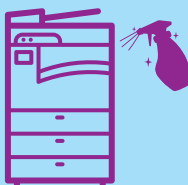
The layout of our office has been designed to accommodate Team A and Team B with proper physical distancing. With this arrangement, wearing mask in the office is not mandatory unless physical distance of more than 1 meter cannot be maintained.



Office cleaning and disinfection measures has been enhanced and implemented based on HSE guidelines. Cleaning frequency 4-6 times daily at common areas and all door handlers.



Hand sanitizers provided at office entrances, reception, and public areas in the office. Employees are encouraged to wash hands or use hand sanitizer at entering and leaving the office.



Common equipment (printers, coffee machines, water dispensers, microwave, etc.) - Please clean your hands with the hand sanitizers before and after using the items.



At this stage visitors should not come to office - only for exception (such as auditors, job candidates, etc). Any visitor's entry must be pre-approved by Manager and inform HSE.



MEETINGS

- Promote ZOOM meetings.
- Restricted face-to-face meetings and ensure physical distancing (1-2 metre)
- Limit access to meeting rooms (50% closed)
- Limit number of people in meeting rooms according to the defined capacity (as displayed in each room)
- Rooms will be cleaned minimum 2 times a day - while booking, allow 1 hour between use.
- With pre-approval by Manager, Sales Force (who are not in Team A and B) and visitors can interact with office-based employees by exception only in the designated meeting rooms (Plaza 33 L18 Respect Meeting Room, and Sunway Pinnacle Connect Meeting Room).



zoom



TRAININGS

- Conducting via zoom is preferable.
- Maintain only F2F essential trainings with a full respect to the meeting guideline.



PANTRY & LUNCH

- The C'afe and Blue Pantry would be open with physical distancing
- Allow lunch in the office at the workstation with respect to hygiene rules.
- Waste food to be disposed in the designated bins, not in personal dust bin.
- Only disposable cups or glasses will be provided in the office. Employees are encouraged to use their personal cups instead.
- Cleaning of personal cups should be done by each individual.



COMMUTING

- If you take public transportation, please keep physical distancing and wear mask.
- If you take a taxi or e-hailing service, masks for both passengers and driver are required.
- Social distancing (seated at the back seat with only 2 passengers allowed)
- Use hand sanitizer before and after getting off the vehicle.
- Adopt flexible working hours arrangement to avoid commuting in peak hours.
- Avoid crowds and common touch points.

BASIC PERSONAL PREVENTIVE MEASURES AGAINST COVID-19

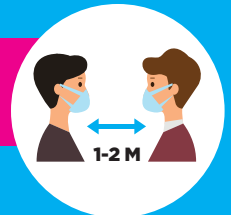
SEEK MEDICAL ADVICE WHEN YOU HAVE COVID-19 SYMPTOMS :

- Check your temperature before leaving home
- If you have any symptoms associated with COVID-19 such as a fever $>37.5^{\circ}\text{C}$, cough, sore throat, shortness of breath, aches, pains, loss of taste or smell, nasal congestion or a runny nose:
 - Stay home, take sick leave, and inform your manager
 - Do seek medical advice



PRACTICE PHYSICAL DISTANCING

- Keep a distance of at least 1-2 metres between you and other people when outside your home
- Avoid public gatherings and all venues where physical distancing is not obviously possible



WEAR MASK when outside your home especially when on public transport (train, bus, taxi, bike) or in unavoidable crowded areas.



WASH YOUR HANDS frequently with soap and water or use alcohol-based hand sanitizer.



AVOID TOUCHING YOUR FACE in particular your eyes, nose and mouth

