

# DMCC Business Centre Health & Safety Policy

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## 1. Objective

This policy provides guidelines for use in the DMCC Business Centre Facility in order to protect DMCC members, employees, guests and visitors' health and safety and limiting the impact of the COVID-19 pandemic.

## 2. Scope

This policy applies to DMCC Business Centre Members, DMCC employees, guests and visitors.

## 3. Relevant Policies

This policy is issued pursuant and conjunction with DMCC Free Zone Rules and Regulations, HSE Regulations, and Community Regulations.

## 4. Responsibility

### ▪ DMCC Business Centre Members

All DMCC Business Centre Members have an obligation to:

- Comply with safe work practices as prescribed by DMCC Free Zone Authority and all rules issued by decision of the Supreme Committee of Crisis and Disaster Management in relation to the Covid 19 pandemic.
- Take responsibility of informing their guests and visitors to the DMCC Business Centre of the relevant and applicable workplace safety protocols in place at any given time.
- Wear facemask and comply with any direction given by DMCC Free Zone Authority for health and safety.
- Report all unusual incidents or valuable information to DMCC Business Centre Staff that may put the health and safety of DMCC Business Centre Facility and its people at risk.

### ▪ DMCC Management

DMCC Management is committed to:

- Sharing of information, instruction and provide supervision that is reasonably necessary to ensure the health & safety of everyone in the Business Centre Facility.
- Understanding and developing work practices, DMCC Business Centre Facility engineering controls and administrative controls intended to provide additional health and safety protection to all members, guests and visitors.
- Taking immediate and reasonable action as required by law to provide and maintain a healthy and safe workplace.

## 5. Enforcement & Procedures

### 5.1 Permitted Office Attendance

DMCC Business Centre Members can only have 1 staff employee present per office unit at any one time.

It will be the Business Centre Member's responsibility to manage and schedule their employee's office usage.

#### **DMCC Business Centre Procedure**

- a. DMCC Business Centre Receptionist will maintain a logbook to monitor the number of members on-site. This will ensure that the capacity ceiling is followed at all times.
- b. DMCC Business Centre Members are advised to contact their respective Business Centre Receptionist to get the latest information on procedural requirements with respect to office attendance before making a visit.

### 5.2 DMCC Business Centre Office Timings

Office timings will be adjusted accordingly between normal working days, holidays and Holy Month of Ramadan. For details of timings, please contact the DMCC Business Centre.

#### **DMCC Business Centre Procedure**

- a. DMCC Business Centre will restrict the access and have the DMCC Business Centre Facility available to members, from Sunday to Thursday only. The DMCC Business Centre will be closed on Fridays and Saturdays.
- b. Any DMCC Business Centre Members who would like to work on Fridays or Saturdays must submit 24 hours advance notice to DMCC Business Centre.
- c. DMCC Business Centre Members using the Serviced Desk or Flexi Desk Units will have the option to select a morning or afternoon shift schedule. For details of timings, please contact the DMCC Business Centre
- d. DMCC Business Centre opening & closing times will be adjusted according to the current working schedule for normal days, holidays and Holy Month of Ramadan. Any office timing extension request made by a DMCC Business Centre Member is subject to DMCC Business Centre approval.

### 5.3 DMCC Business Centre Meeting Rooms

DMCC Business Centre Members are encouraged to minimize face-to-face contact between employees, guests, visitors and business associates and to prioritise practices such as virtual meetings and teleconferences. Use of Meeting Rooms is on the discretion of DMCC Free Zone Authority.

#### **DMCC Business Centre Procedure**

- a. Meeting Rooms usage is subject to DMCC Free Zone Authority's approval. Gatherings or presentations to groups of people that exceed 30% of the seating capacity or area size of the meeting room is subject to DMCC Free Zone Authority review and approval.
- b. DMCC Business Centre members are advised to submit their request for a Meeting Room 48 hours in advance to DMCC Free Zone Authority.

#### **5.4 DMCC Business Centre Common Pantry**

DMCC Business Centre Members can use the pantry equipment provided that only 1 person at a time is observed inside the pantry area.

#### **5.5 Work Practice, DMCC Business Centre Engineering and Administrative Controls**

- a. DMCC Business Centre will provide the resources to promote personal hygiene inside the DMCC Business Centre Facility.
- b. DMCC Business Centre will regularly sanitize all common facilities and work area.
- c. DMCC Business Centre has the authority to enhance the facility including but not limited to the reception area with physical clear plastic barriers or any other type of protections.
- d. DMCC Business Centre Members over 60 years old, pregnant employees and those with chronic diseases must continue to work remotely
- e. Members should avoid close contact with anyone and maintain a separation of at least 2 metres at any location within the DMCC Free Zone, including in the DMCC Business Centre Facility.
- f. It is mandatory for DMCC Business Centre members to undergo thermal scanning available in designated areas in the respective DMCC Business Centre Facility.