



SUI NORTHERN GAS PIPELINES LIMITED

GAS HOUSE, 21 KASHMIR ROAD, P.O. BOX 56, LAHORE (PAKISTAN)

CA/PSX/1906

Thru: PUCARS / Courier

March 16, 2020

The General Manager,
Pakistan Stock Exchange Limited (PSX),
Stock Exchange Building,
Stock Exchange Road,
KARACHI.

The Director/HOD,
Surveillance, Supervision & Enforcement Department,
Securities and Exchange Commission of Pakistan
NIC Building, 63 Jinnah Avenue, Blue Area
ISLAMABAD.

SNGPL'S INITIATIVES FOR NOVEL CORONA VIRUS (COVID-19) OUTBREAK

Corona virus is becoming pandemic across the world and now affecting Pakistan. To control the epidemic, efforts are being made at Government and organizational levels. SNGPL, being a responsible organization and having versatile human resource with operations in major parts of the country is striving hard to play an effective role in preventing the spread of Corona Virus infection and enhancing the awareness level among its employees, consumers and general public.

Brief of the **actions / initiatives taken or being taken** is as follows:

Sr. No.	Descriptions
1	A circular has been issued from the top management instructing SNGPL employees to take the responsibility for safeguarding themselves, visitors and consumers by raising awareness about hands and respiratory hygiene.
2	A comprehensive bulletin with key information, symptoms, how Corona virus spreads and precautionary measures have been circulated across the Company to enhance awareness level (Bulletin attached).
3	Posters and pictures with clear and loud messages have been posted across the Company to guide the people regarding safety measures.
4	Fundamental information and guidance about precautionary measures have been prominently posted on Company's website and the message is also being published through Social Media .
5	Attendance through Biometric has been stopped.
6	Hand Sanitizers have been installed at various Company's locations.
7	Training sessions at SNGPL's training institute has been postponed to avoid larger gatherings .

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8	SNGPL Annual Sports-2020 , scheduled to be held in April 2020, and all other Company events requiring physical presence of participants have been postponed .
9	The scheduled evacuation drill has been postponed at Head office.
10	The employees are being checked through infrared thermometers at Head office.
11	The visitors are being issued with the visitors cards after taking due sanitization measures.
12	The timing for using gym in Company's premises has been reduced .
13	A text message (SMS) highlighting key points in prevention of Corona virus has been circulated by the Company.
14	SNGPL celebrated its annual HSE Week-2020 across the Company to improve understanding and awareness level of its employees towards Health, Safety and Environment. During the week, special emphasize was given on the messages regarding preventive measures in regard to Corona virus.
15	Circular has been issued across the Company advising that any employee who himself or any of his/ her immediate family members is suspicious of Corona Virus infection must stay away from office and immediately inform his concerned Executive Incharge to seek medical leave. Such individuals would be required to contact their doctor or Helpline 1166 of Government of Pakistan.
16	Special awareness sessions are being arranged across the Company to spread awareness regarding Corona virus. Awareness to avoid handshaking , hugs and physical contacts is being imparted.
17	Masks are being distributed among employees, security guards, janitorial staff for protection against corona virus.
18	Comprehensive Contingency Plan for the Company is being developed.
	For customer services centers / complaint centers ,
19	a. Public complaints / queries to be dealt with through one window operations to minimize physical interactions. b. All Consumer Service staff are instructed to wear masks and avoid physical contact. c. Awareness being imparted to employees on regular basis through sessions, audio/ video messages.

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20	Disinfections of all Company offices / premises on regular basis especially main door knobs, reception areas, lifts, washrooms etc
21	Foreign travelling (official / personal) of employees to be postponed. Screening of employees on their arrival who are currently abroad on official / personal tour or have travelled from abroad in recent past.
22	Travelling of employees within the country have been reduced / discouraged.
23	Videos regarding Corona virus being developed / played across the Company on digital signages / LEDs.
24	Body temperature monitoring facility for all employees and allied services staff.

You may please inform the TRE Certificate Holders of the Exchange accordingly.

Thanks and regards,

Yours sincerely,

SUI NORTHERN GAS PIPELINES LIMITED

(IMTIAZ MEHMOOD)

Company Secretary

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