

**ANDREW YULE & COMPANY LIMITED**  
**Action Plan : Swachhta Pakhwada [16<sup>th</sup> to 31<sup>st</sup> August, 2018].**

<b>Date</b>	<b>Activities</b>	<b>Place</b>
August 16, 2018 (Thursday)	<ul style="list-style-type: none"> <li>Swachhta pledge by all employees. Pledge to be administered by the CMD/Directors Division Head/ Estate Manager. "Swachh Bharat" Banner will be displayed at different locations of the Company.</li> <li>CMD/Directors will lead the employees of the Registered Office in cleaning the office premises and adjacent area. Division/Unit head will do the same in their respective unit/factory /tea estate premises.</li> </ul>	Registered Office, Factories & Tea Gardens.
August 17, 2018 (Friday)	<ul style="list-style-type: none"> <li>Workshops/meetings to explain the need of a clean and hygienic work environment at the Registered Office, all factories and tea gardens. The same will be organized at the Registered Office also.</li> <li>Cleaning of premises.</li> <li>Cleaning and upkeep of water booths/taps for clean and safe drinking water.</li> </ul>	Registered Office & Factories  Tea Gardens.
August 18, 2018 (Saturday)	<ul style="list-style-type: none"> <li>The concept of Swachh Bharat will be explained to internal stakeholders along with its underlying philosophy and the desired goals to be accomplished. This will be done through workshops, programmes and distribution of publicity materials.</li> <li>Cleaning of toilets and the residential area of the workmen at Tea Gardens.</li> </ul>	Factories.  Tea Gardens.
August 20, 2018 (Monday)	<ul style="list-style-type: none"> <li>External stakeholders will be appraised about Swachh Bharat and its benefits.</li> <li>Cleaning of toilets and the residential area at Tea Estates.</li> </ul>	Registered Office, Factories. Tea Gardens.
August 21, 2018 (Tuesday)	<ul style="list-style-type: none"> <li>Campaign on Swachh Bharat. Thorough cleaning of the office/factory premises and its adjoining areas and distribution of publicity materials on awareness of Swachh Bharat.</li> </ul>	Registered Office, Factories, Tea Gardens.
August 22, 2018 (Wednesday)	Public Holiday	
August 23, 2018 (Thursday)	<ul style="list-style-type: none"> <li>Random inspection of the drains in and around the Registered Office/factories premises.</li> <li>Cleaning and upkeep of water booths/taps for clean and safe drinking water.</li> <li>Cleaning of drains within the factory premises as well as the adjoining areas.</li> </ul>	Registered Office, Factories Tea Gardens.
August 24, 2018 (Friday)	<ul style="list-style-type: none"> <li>Awareness programme for employees on disposal of e-waste at the Registered Office and the factories of the company and subsequent disposal of e-Waste as per procedure and through government approved agencies.</li> <li>Cleaning of drains within the premises as well as the residential area of the workmen at Tea Gardens.</li> </ul>	Registered Office & Factories. Tea Gardens.
August 25, 2018 (Saturday)	<ul style="list-style-type: none"> <li>Application of disinfectant in and around the Registered Office / factories as well as factory premises/ tea estates.</li> </ul>	Factories & Tea Gardens.
August 26, 2018	Sunday	
August 27, 2018 (Monday)	<ul style="list-style-type: none"> <li>Thorough cleaning of the driveway/ parking space at the Registered Office/factories of the company.</li> <li>Cleaning of toilets to ensure that the toilets are odourless.</li> </ul>	Registered Office & Factories. Tea Gardens.
August 28, 2018 (Tuesday)	<ul style="list-style-type: none"> <li>Swachhta pledge involving the local communities and campaign on awareness on cleaning and hygiene.</li> <li>Campaign by employees of the Company on Swachh Bharat in a mobile van at nearby areas.</li> </ul>	Registered Office & Factories.  Tea Gardens.
August 29, 2018 (Wednesday)	<ul style="list-style-type: none"> <li>Thorough cleaning of rooftop / staircase / reservoir / water tank at the Registered Office/factories/tea estates of the Company. Cleaning of toilets to ensure that the toilets are odourless.</li> <li>Maintaining hygiene and sanitation in Garden Hospitals.</li> </ul>	Registered Office & factories Tea Gardens
August 30, 2018 (Thursday)	<ul style="list-style-type: none"> <li>Thorough cleaning/dusting of the files/record rooms in the Registered Office/factories premises.</li> <li>Maintaining hygiene and sanitation in Garden Hospitals.</li> </ul>	Registered Office & Factories. Tea Gardens
August 31, 2018 (Friday)	<ul style="list-style-type: none"> <li>Clearing of stagnant water and/or mounds of garbage in the surrounding locality / streets.</li> <li>Maintaining hygiene and sanitation in Garden Hospitals.</li> </ul>	Registered Office & Factories Tea Gardens