

PANDEMIC AND PUBLIC HEALTH EMERGENCY RESPONSE

JANUARY 2026

POLICY NUMBER: TMG-SEC-047

APPROVAL AUTHORITY: BOARD OF DIRECTORS



THE MAZI GROUP

1. PURPOSE

This Pandemic and Public Health Emergency Response policy establishes The Mazi Group's framework for responding to pandemics and public health emergencies. Protecting employee health while maintaining business operations is essential during health crises. This policy applies across all brands: Mazi Beauty, Glam Switch, On The Go Mists, and Upvendo.

2. SCOPE

This policy applies to:

- All employees, contractors, and visitors
- All facilities and work locations
- All brands and business units
- All geographic locations
- Pandemic and public health emergencies

3. GUIDING PRINCIPLES

- **Employee Safety:** Protect health and safety of employees
- **Public Health:** Follow public health guidance
- **Business Continuity:** Maintain essential operations
- **Communication:** Keep stakeholders informed
- **Flexibility:** Adapt to evolving situations

4. PANDEMIC RESPONSE TEAM

4.1 Core Team

- **Team Lead:** CHRO or designee
- **Operations:** COO or facility managers
- **HR:** Employee policies and support
- **Communications:** Internal and external messaging
- **Legal:** Compliance and liability
- **IT:** Remote work support

- **Finance:** Financial impact

4.2 Responsibilities

- Monitor public health situation
- Make response decisions
- Implement protective measures
- Communicate with employees
- Coordinate with authorities

5. RESPONSE PHASES

5.1 Phase 1: Monitoring

- Monitor public health reports
- Track emerging health threats
- Review and update plans
- Ensure supplies are available

5.2 Phase 2: Preparation

- Activate Response Team
- Assess potential impact
- Prepare communications
- Test remote work capabilities
- Review supply chain
- Stock protective supplies

5.3 Phase 3: Response

- Implement protective measures
- Activate remote work
- Modify operations as needed
- Regular employee communication
- Support affected employees
- Monitor and adjust

5.4 Phase 4: Recovery

- Plan return to normal operations
- Gradual reopening
- Continue monitoring
- Address ongoing needs
- Lessons learned

6. WORKPLACE PROTECTIVE MEASURES

6.1 Infection Prevention

- Enhanced cleaning and disinfection
- Hand hygiene stations
- Respiratory etiquette
- Personal protective equipment
- Physical distancing measures
- Ventilation improvements

6.2 Screening and Testing

- Health screening protocols
- Temperature checks (if appropriate)
- Testing programs (as available)
- Contact tracing support

6.3 Vaccination

- Support vaccination efforts
- Provide information and education
- Time off for vaccination
- On-site vaccination (if feasible)

7. REMOTE WORK

- Enable remote work for eligible roles

- Provide necessary equipment
- IT support for remote access
- Maintain productivity and collaboration
- Manager guidance for remote teams

8. EMPLOYEE HEALTH

8.1 Sick Employees

- Stay home when sick
- Report illness to manager
- Follow return-to-work guidelines
- No penalty for staying home sick

8.2 Leave Policies

- Pandemic-specific leave provisions
- Sick leave flexibility
- Family care leave
- Compliance with emergency leave laws

8.3 Employee Support

- Employee Assistance Program
- Mental health resources
- Childcare support
- Financial assistance programs

9. BUSINESS CONTINUITY

9.1 Essential Functions

- Identify essential business functions
- Prioritize critical operations
- Cross-train employees
- Succession planning

9.2 Supply Chain

- Assess supply chain vulnerabilities
- Identify alternative suppliers
- Increase safety stock
- Monitor supplier status

9.3 Customer Service

- Maintain customer communication
- Adjust service levels as needed
- Remote customer service capabilities

10. COMMUNICATION

10.1 Employee Communication

- Regular updates on situation
- Clear guidance on expectations
- Multiple communication channels
- Two-way communication

10.2 External Communication

- Customer communication
- Supplier coordination
- Investor updates
- Media inquiries

11. TRAVEL

- Monitor travel advisories
- Restrict non-essential travel
- Quarantine requirements
- Support stranded travelers

12. COMPLIANCE

- Follow government mandates
- OSHA requirements
- State and local orders
- International requirements
- Privacy considerations

13. FINANCIAL CONSIDERATIONS

- Budget for response costs
- Insurance coverage
- Government assistance programs
- Cost tracking

14. DOCUMENTATION

- Document response decisions
- Track cases and exposures
- Maintain communication records
- Expense documentation

15. TRAINING

- Response Team training
- Manager training
- Employee awareness
- Regular plan exercises

16. RELATED POLICIES

This policy should be read in conjunction with:

- TMG-SEC-015: Business Continuity and Disaster Recovery Plan
- TMG-SEC-024: Employee Handbook and Workplace Policies
- TMG-SEC-025: Health, Safety, and Wellness Policy

- TMG-SEC-044: Crisis Management and Communication Plan

17. POLICY REVIEW

This policy shall be:

- Reviewed annually by HR and Operations
- Updated based on lessons learned
- Approved by CHRO
- Communicated to all employees

18. DEFINITIONS

- **Pandemic:** Global outbreak of infectious disease.
- **Public Health Emergency:** Situation posing significant health risk to population.
- **Essential Functions:** Business activities critical to operations.
- **Social Distancing:** Maintaining physical distance to reduce transmission.

For questions about this policy, contact:

Human Resources Department

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