Approval

The signatures below certify that this management system policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

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Company Proprietary Information

The electronic version of this procedure is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision in the field below:

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**Crisis and Emergency Policy**

**1. Environmental Catastrophes (Flood, Earthquake, Heavy Snowfall, etc.)**

**1.1 Risk Mitigation and Preparedness**

**Insurance Coverage**: The company holds insurance to compensate for any damage to equipment and property caused by environmental catastrophes.

* **Cloud Data Backup**: All critical company data is securely backed up on **OneDrive** to prevent loss due to physical damage.
* **Emergency Response Plan**:
  + Ensure emergency contact lists are updated and accessible.
  + Maintain an emergency kit including first aid, flashlights.

**1.2 Response Measures**

* **Flooding**:
  + Secure electronic equipment and sensitive documents at an elevated location.
  + Follow evacuation procedures and move to higher ground if necessary.
* **Earthquake**:
  + Follow “Drop, Cover, and Hold On” procedures.
  + Conduct structural assessments after any seismic activity before resuming operations.
* **Heavy Snowfall**:
  + Implement remote working if transportation is hindered.
  + Ensure the building is structurally sound and heating systems are functional.

**1.3 Post-Disaster Recovery**

* Conduct an impact assessment to evaluate damage to company assets.
* Restore business operations based on priority tasks outlined in the Business Continuity Plan.
* Consult with emergency responders and insurance providers for recovery support.

**2. Unsteady Global Politics (War)**

**2.1 Risk Mitigation and Preparedness**

* **Supplier Evaluation**: Implement a **Supplier Evaluation Form** to assess alternative suppliers for continuity during a war situation.
* **Crisis Planning**: Top management will develop contingency plans to address potential operational disruptions.
* **Employee Safety Measures**: If the UK is directly affected by war, Top management will assess security risks and take appropriate actions, including relocation or remote working.

**2.2 Response Measures**

* **Supply Chain Disruptions**:
  + Identify alternative suppliers from politically stable regions using supplier evaluation form.
  + Increase inventory stock of critical materials where feasible.
* **Operational Continuity**:
  + Implement work flexibility, including remote working options.
  + Enhance Technology Policy to safeguard company data against potential cyber threats.

**2.3 Post-Conflict Recovery**

* Assess operational and budgetary impact.
* Reevaluate business strategies to align with the new geopolitical landscape.
* Strengthen supplier networks and diversify sourcing strategies to enhance future resilience.

**3. Pandemic Issues**

**3.1 Risk Mitigation and Preparedness**

* **Remote Working Capability**: The company has implemented technology to allow remote working, minimizing exposure risks.
* **Government Compliance**: The company will adhere to official government pandemic safety policies, including:
  + Wearing face masks where required.
  + Regular sanitization of workspaces.
  + Enforcing social distancing measures.

**3.2 Response Measures**

* **Workplace Safety**:
  + Implement screening measures for employees and visitors.
  + Establish isolation protocols for suspected cases within the workplace.
* **Supply Chain Management**:
  + Use supplier evaluations to determine the best-suited providers during pandemic-induced disruptions.
  + Maintain essential inventory levels to prevent shortages.

**3.3 Post-Pandemic Recovery**

* Review and update pandemic response policies based on lessons learned.
* Conduct well-being assessments for employees returning to the workplace.
* Strengthen business continuity planning for future pandemic scenarios.

**4. Responsibility**

* **Implementation and Review**: The responsibility to implement and review this policy lies with **Top management**.
* **Policy Updates**: Top management will review this Crisis and Emergency Policy annually to ensure effectiveness and alignment with evolving risks and regulations.