

Emergency Preparedness & Response Policy

PHX076

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Scope

This document is intended for all employees and interested parties in the Environmental management system of Phoenix.

This procedure applies to all business activities of Phoenix Software Ltd for which potential accidents and emergency situations may arise. The procedures for preventing and mitigating the following emergency situations are described:

- Fires, explosions;
- Unexpected weather conditions
- Fuel leak

As deemed the most likely environmental incidents through risk assessment

Responsibility

Environmental Management Committee

The Environmental Management Committee (EMC) shall review the suitability and effectiveness of the emergency procedures after each accident or emergency.

The EMC shall prepare a Business Continuity Plan to minimise the likelihood of accidents and emergency situations.

The EMC shall ensure that all staff and contractors who work on site are aware of and familiar with the requirements of the emergency procedures.

The EMC shall arrange appropriate drills across the business to ensure that the requirements of the emergency procedures are communicated to all staff and are implemented.

In case of emergency situations in the facility, the EMC shall be informed and review the accident records and remediation works taken by appropriate staff

Emergency Team

When an emergency incident occurs, the Emergency Team is responsible for the execution of the appropriate emergency procedures as advised by the EMC.

Phoenix Staff

All staff shall be familiar with the emergency procedures and follow them in case of accidents or emergency situations.

Procedure

The EMC shall identify dangers, take proactive steps to prevent emergency incidents, and complete tasks in preparation for emergencies.

The EMC shall coordinate the preparation and maintenance of a Business Continuity Plan that contains all emergency procedures.

The EMC shall ensure the Business Continuity Plan is relevant to Phoenix' activities.

The EMC and involved staff shall identify the root causes and any preventive actions, report the accident by completing an ISO Incident form after each accident or emergency and submit the completed form to the EMC to review.

The EMC shall ensure emergency drill and periodic testing of the procedures are conducted where practical and maintain the emergency drill summary report to review.

Enforcement

Phoenix employees found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a contracted third party, partner/contractor or vendor may result in the termination of their contract or assignment with Phoenix.

Version Control

<u>Author</u>	<u>Version</u>	<u>Date</u>	<u>Description</u>
EMC	0.1	30/12/2019	Draft
EMC	1.0	03/12/2020	Original Document
EMC	1.0	05/01/2021	Annual Review – no changes
EMC	1.0	07/01/2022	Annual Review – no changes
EMC	1.0	23/01/2023	Annual Review – no changes

Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Sam Mudd	1.0	03/12/2020	Managing Director
Sam Mudd	1.0	05/01/2021	Managing Director
Sam Mudd	1.0	07/01/2022	Managing Director
Clare Metcalfe	1.0	31/01/2023	Operations Director

Signed: *Clare Metcalfe* Clare Metcalfe, Operations Director

Dated: 31/01/2023