



Coronavirus Epidemic/Pandemic Emergency Response

Rev: 02

Date: 03/03/2020

POLICY STATEMENT

Special Piping Materials strives to provide a safe and healthy workplace for our employees. This statement outlines our contingency plan and emergency preparedness in response to the Coronavirus outbreak, including the specific steps to safeguard employees' health and well-being, and continue to meet the requirements of our customers.

The World Health Organisation (WHO) has declared the Coronavirus a global health emergency, and as the virus continues to spread, we as an organisation need to be aware and prepared of the risk it could pose to our operations and supply chains based overseas.

We will continue to review the resilience and crisis responses of our contingency plans in order to be prepared for any potential impact the coronavirus has on our business. We intend to pay particular attention to:

People:

Staff may fall ill, become anxious about the risks, or fail to show up to work due to safety concerns, caring for sick family members etc. Supporting our employees throughout this pandemic, including planning for any absences (particularly in critical roles), is paramount.

The organisation will keep up to date with Government and public health advice and the situation as it develops and refer employees who are concerned about infection to the official and expert medical sources such as GOV.UK and the National Health Service.

- Employees will be briefed on the symptoms of the virus and who to contact should they believe that they or a colleague has the virus.
- Employees may be required to observe social distancing work rules to prevent the spread of the virus. Examples of social distancing work rules could be working from home, and avoiding necessary travel etc.

Travel:

Official travel advice may change as the pandemic spreads. In addition to our employees travelling, we have also considered the potential risks related to any visitors arriving from infected areas i.e. deliveries and collections of goods etc.

Operations:

Operational disruptions could lead to significant backlogs and increased costs of working. Whilst we are aware that there is a potential risk of a drop in customer demand, we are also prepared to handle a potential increase.

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Owner(s):	Managing Directors
Approval:	CEO

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Supply Chain:

Supply chains may be disrupted with delays and be presented with cost increases either through suppliers directly experiencing operational problems as a result of travel restrictions, or scarcity of in-demand goods. We will aim to manage these supply chain vulnerabilities.

All documents, certificates etc. from our overseas suppliers are all sent electronically,

Reputation:

We are fully aware that our organization's behaviors during a crisis can significantly damage the trust of staff, customers, and other stakeholders and that a poor response can have lasting negative consequences. We will ensure that our responses are timely and thoughtful