



## RAVIRAJ FOILS LIMITED.

### EHS PROCEDURE

HR DEPARTMENT

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DOC. NO.

**RFL/EHS/PR/100**

REV. NO.

00

**TITLE: Procedure for Emergency Response Plans**

EFFECTIVE DATE

20/08/2024

REVIEW DATE

19/08/2025

SUPERSEDES

NIL

### 1. Purpose

This procedure outlines the approach for developing, reviewing, and maintaining site-specific emergency response plans to ensure effective responses to emergencies and enhance the safety and security of all employees and stakeholders.

### 2. Scope

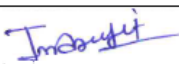
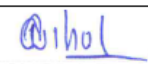
This procedure applies to all operations of Raviraj Foils Ltd., across all sites, and involves all employees, contractors, affected populations, and relevant agencies.

### 3. Definitions

- **Emergency Response Plans (ERPs):** Plans detailing actions to be taken in response to emergency situations, including natural disasters, accidents, or other unforeseen incidents.
- **Control Gap:** Any identified deficiency in an emergency response plan that may prevent effective response or mitigation of risks.
- **Affected Populations:** Local communities or groups directly impacted by the company's operations.

### 4. Responsibilities

- **EHS Manager:** Oversees the development and regular review of ERPs.
- **HR Manager:** Coordinates training sessions and communication of ERPs to all employees.
- **Site Managers:** Implement ERPs specific to their locations and conduct regular testing.
- **Compliance Officer:** Ensures ERPs comply with legal and regulatory requirements.

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| Safety Officer                                                                      | Sr. EHS Officer                                                                     | HR - Head                                                                             |
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## 5. Procedure

### 5.1 Development of ERPs

- Collaborate with workers, affected populations, and relevant agencies to ensure comprehensive coverage of all potential risks.
- Integrate input from various stakeholders to make the ERPs inclusive and effective.

### 5.2 Review of ERPs

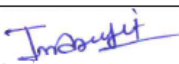
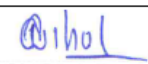
- **Regular Review:** Conduct a formal review of all ERPs every five years to ensure they remain relevant and effective.
- **Post-Change Review:** Review ERPs whenever there are significant changes in the business operations or the scale of risks, to reflect new emergency scenarios.
- **Control Gap Review:** Review ERPs if there is any indication of a control gap. Adjust plans to address and mitigate these gaps.

### 5.3 Testing of ERPs

- Regularly test the ERPs in scenarios where they have not been executed to ensure they function as expected and to familiarize personnel with their roles.
- Use simulations and drills to test the ERPs at least annually.

### 5.4 Public Disclosure

- Make the latest version of the ERPs publicly available through the company's website to maintain transparency with external stakeholders and the community.
- Ensure that all disclosures protect sensitive information that might compromise security.

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### 6. Documentation and Records

- Maintain comprehensive records of ERP development, reviews, tests, and updates.
- Document stakeholder involvement and feedback during the ERP development and review processes.

### 7. Training and Awareness

- Conduct regular training sessions for all employees on their roles and responsibilities under the ERPs.
- Update training materials to reflect any changes in the ERPs following reviews.

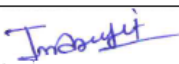
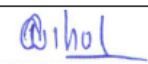
### 8. Revision History

**Revision Number Date Description of Changes Changed By**

1 [Date] Initial creation of the document [Name, Title]

**Table: Emergency Response Plan for Raviraj Foils Ltd.**

| Emergency Type           | Potential Risks             | Preventive Measures                    | Response Actions                    | Responsible Parties        | Communication Plan                      | Recovery Steps                |
|--------------------------|-----------------------------|----------------------------------------|-------------------------------------|----------------------------|-----------------------------------------|-------------------------------|
| <b>Natural Disasters</b> | Floods, earthquakes, storms | Regular risk assessment, reinforcement | Activate emergency alarms, evacuate | EHS Manager, Site Managers | Immediate notification to all employees | Assess damage, begin recovery |

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| Emergency Type        | Potential Risks                                  | Preventive Measures                                                                              | Response Actions                                                 | Responsible Parties                | Communication Plan                                             | Recovery Steps                                                            |
|-----------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------|
|                       |                                                  | nt of infrastruc<br>e, emergency supplies stock                                                  | if necessary, use emergency supplies                             |                                    | via intercom and text alerts; inform local authorities         | operations, temporary relocation if necessary                             |
| <b>Fire</b>           | Fire due to equipment failure, electrical faults | Fire detection systems, regular fire drills, fire extinguishers and suppression systems in place | Evacuate, use fire extinguishers, fire department notification   | Safety Officer, All Employees      | Activate fire alarm, use PA system for evacuation instructions | Post-fire assessment, equipment checks, resume operations after clearance |
| <b>Chemical Spill</b> | Leakage or spill of hazardous chemicals          | Regular inspection of storage areas, proper labeling, spill                                      | Contain spill, use protective gear, cleanup by trained personnel | EHS Manager, Trained Response Team | Notify all relevant personnel, close affected areas            | Decontaminate area, health checks for exposed employees, report           |

**PREPARED BY:**

**CHECKED BY:**

**APPROVED BY:**

*Imayam*

*[Signature]*

*@ihol*

**Safety Officer**

**Sr. EHS Officer**

**HR - Head**

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| Emergency Type                | Potential Risks                        | Preventive Measures                                                     | Response Actions                                            | Responsible Parties       | Communication Plan                                                                 | Recovery Steps                                                                     |
|-------------------------------|----------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|                               |                                        | containment kits                                                        |                                                             |                           |                                                                                    | incident to environmental agency                                                   |
| <b>Technological Failures</b> | System outages, data breaches          | Robust IT security measures, regular system backups, redundancy systems | Activate backup systems, IT team to manage outage or breach | IT Department             | Inform IT department, communicate outage internally, update stakeholders as needed | Restore systems from backups, address security vulnerabilities, review IT policies |
| <b>Social Unrest</b>          | Strikes, protests impacting operations | Regular dialogue with employee representatives, fair labor practices    | Engage with employee leaders, assess demands, negotiation   | HR Manager, Legal Advisor | Internal communication with management and affected departments                    | Resolve issues, resume normal operations, follow-up on agreements                  |

**PREPARED BY:**

**CHECKED BY:**

**APPROVED BY:**

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**Safety Officer**

**Sr. EHS Officer**

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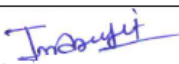
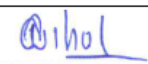
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|                                               | REVIEW DATE    | 19/08/2025     |
|                                               | SUPERSEDES     | NIL            |

| Emergency Type    | Potential Risks                    | Preventive Measures                                       | Response Actions                                                      | Responsible Parties                        | Communication Plan                                                    | Recovery Steps                                                                  |
|-------------------|------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Medical Emergency | Workplace accidents, health crises | First aid training, medical kits, emergency contacts list | Provide first aid, call emergency services, administer necessary care | First Aid Trained Personnel, HR Department | Inform HR and safety officer immediately                              | Employee recovery follow-up, incident investigation, preventive measures review |
| Security Incident | Intrusion, theft, vandalism        | Security personnel, surveillance systems, access controls | Secure premises, notify police, account for all personnel             | Security Team                              | Alert security, notify management, use PA system if evacuation needed | Investigate incident, assess and repair damages, review security measures       |

- **Regular Training and Drills:** Conduct training sessions and emergency drills regularly to ensure that all employees are familiar with the ERP and their roles in various scenarios.
- **Review and Updates:** The ERP should be reviewed annually and updated as necessary to adapt to new risks or changes in operational context. Major

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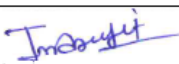
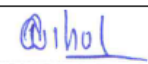
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|                                                      | SUPERSEDES     | NIL                   |

reviews should also occur after any emergency to refine and improve the plan.

**Documentation:** Keep detailed records of all emergency responses, training sessions, and updates to the plan. This documentation will be crucial for audits, training, and continuous improvement

**11. Revision History:**

| Sr. No. | Issue Date | Reason for revision | Revision No. | Obsolete Doc No. |
|---------|------------|---------------------|--------------|------------------|
| 1       | 20/08/2024 | First Issue         | 00           | -                |
|         |            |                     |              |                  |
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