



SUSPENDED OPERATIONS POLICY

1. Suspension of Operations

In the event of an emergency situation that adversely affects Company's operations, public health, or the well-being and safety of employees, or the public, the Chief Strategy Officer, and Plant Director(together) or their designee(s) may declare a temporary suspension of any or all operations of the company. During a suspension of operations, the Chief Strategy Officer and Plant Director, or their designee(s) may take any lawful action to secure the safety of employees, and the public, and to preserve the Company's ability to function, or return to function, during and following the emergency event.

Situations which might require a suspension of operations include, but are not limited to: severe weather, natural disaster, widespread transmission of a communicable disease, fire or related hazard, an immediate threat to the safety of the company campus or infrastructure, mechanical or equipment failure.

2. Delegation of Authority—Institutional Operations

In the event that the one of the above authorities are absent, then the other can act on his/her behalf and in the event that both the above authorities is absent or unavailable, the authority to act on behalf is delegated in the order shown below to the following University officers:

- A. Operations Manager
- B. HR Manager
- C. Finance Manager

3. Delegation of Authority—Localized Operations

For local emergencies, the respective Plant Engineer, and Department Heads, or their designees, have the authority to declare a temporary suspension of some or all the operations of a unit that is under their supervision. Examples of localized emergencies include, but are not limited to: power outages, floods, chemical spills, and hazards that affect a limited area of shopfloor or other properties.

4. Identifying and Reporting Events that Pose a Risk to Institutional Operations



The Civil Defence, Police, Disaster/Emergency Management, Environmental Health and Safety and other operational units with significant public safety, communications, or public health responsibilities (e.g., Facilities Services; Information Technology; Medicine Health System - for public emergencies; etc.) are responsible for identifying events that could present a risk to the Company's operations or its employees. When a unit identifies such an event, the unit's senior administrator will inform the Chief Strategy Officer and Plant Director(together) or their designee(s), of the nature of the event and the magnitude of the risk it presents to the Company premises.

5. Declaration and Communication

In declaring a suspension of operations, the Chief Strategy Officer and Plant Director(together) or their designee(s), will consult with senior Govt officers, local, state, or federal officials as appropriate and may activate the Company's Emergency Response Management Plan.

Where it is reasonable to do so, and before notifying the general public of the decision to suspend operations, the Chief Strategy Officer and Plant Director(together) or their designee(s), will inform the Shareholder Representative. Where advance communication about the decision to suspend operations is not reasonable, notification will be made as soon as possible under the circumstances.

The Chief Strategy Officer and Plant Director(together) or their designee(s), will also notify the Company's Media Relations and Communications of the decision to suspend operations. Communication of the notice of suspended operations will be by the methods deemed most appropriate, and may require activation of the Crisis Communication Plan consistent with the nature and timing of the event(s) giving rise to the suspension. To the degree practical, announcements of an operational suspension will include information about the nature of the situation, actions that individuals or units should or should not take, and the anticipated duration of the suspension, if known. The Company will limit any suspension of operations to those functions most directly affected in order to minimize disruption of manufacturing, research, administration and dispatch programs. In limiting suspension of operations to those functions most directly affected, the Company recognizes that the length of the suspension may vary by the function which in turn may impact the status of individuals as essential personnel.

6. Classified and Professional Staff Who Perform Essential Services

A number of Company's internal units provide essential services that continue to operate when other operations are suspended. Classified and professional staff in positions designated as performing an essential service are required to report to work during periods of suspended operations, unless otherwise notified. Units that perform essential services include, but are not limited to: EHS, Security, Facilities Services, and maintenance. At least annually. In accordance with Policy Statement, each officer will ensure that employees in positions designated as performing an essential service are notified of their status. The Human Resources Manager is



responsible for providing information to any labor organizations that represents employees in positions designated as performing an essential service.

7. Compensation and Leave Use for Classified and Professional Staff During an Operational Suspension and/or Inclement Weather

Leave use and compensation during an operational suspension, or during inclement weather that does not result in an operational suspension, is governed by company's HR policy.

8. Extraordinary Circumstances

When the Chief Strategy Officer and Plant Director(together) or their designee(s) as established in Section 3, determines that an emergency is of an extraordinarily severe or extended nature, the Chief Strategy Officer and Plant Director(together) or their designee(s) may authorize measures to mitigate the impact of the operational suspension on employees not required to be at work, and to support the employees who perform essential services and are required to report to work.

Such actions may include, but are not limited to, authorizing exceptional compensation or leave practices or other actions that the Chief Strategy Officer and Plant Director(together) or their designee(s) determine are necessary in order to provide for adequate staffing and retention of employees, and to sustain or restore Company's operations.

A handwritten signature in black ink, appearing to read 'G. A. [unclear]', is written over a rectangular box.