

2024

# Business Continuity Plan

BCP

This BCP has been prepared in the event of a disaster or any interruption into ELT Recycling Australia normal business activities.

ELT RECYCLING AUSTRALIA

1/1/2024



Version #	Author	Date
1.0	Maurice Patti	22nd October 2024

## INTRODUCTION

This document contains the Business Continuity Plan for the ELT RECYCLING AUSTRALIA. It is the document containing the information needed for post-interruption, decision-making and the company's response to any disruptive or extended interruption of the organisation's normal operations and services.

This plan represents the ELT RECYCLING AUSTRALIA commitment to response, resumption, recovery, and restoration planning. This plan must be kept current to ensure the accuracy of its contents. Each individual responsible for information or materials in the document must ensure that resources are committed to the maintenance of its contents.

The Business Continuity Plan is intended to provide a framework for constructing plans to ensure the safety of employees, customers and visitors and the resumption of time-sensitive operations and services in the event of an emergency (fire, power, flood, earthquake, disaster, or other business interruption).

*Although this plan provides guidance and documentation upon which to base emergency response, resumption, and recovery planning efforts, it is not intended as a substitute for informed decision-making.*

Senior management and staff must identify services for which disruption will result in significant financial and/or operational losses. Plans should include detailed responsibilities and specific tasks for emergency response activities and business resumption operations based upon pre-defined time frames.

## PURPOSE

The purpose of this plan is to enable the sustained execution of mission critical activities following an interruption that prevents service delivery under regular circumstances.

## SCOPE

This plan applies to the following location:

**308 George Town Road Rocherlea, Launceston Tasmania 7248**

Having a planned and effective response to a crisis or interruption of our business will ensure that

1. Significant financial losses are prevented;
2. Key partners and supplier relationships are maintained;
3. We maintain our reputation and the confidence of our customers to deliver key services;
4. A clearer understanding of ELT Recycling Australia critical business processes is developed;
5. Resources are effectively managed by focusing effort on business critical areas;
6. Key performance and customer service standards are maintained;
7. Our overall management of risk and control arrangements are enhanced
8. Customers continue to receive vital services

## BUSINESS CONTINUITY POLICY

The purpose of the business continuity policy is to maintain business functions in the event of an emergency. The policy applies to all locations and all employees.

In the event of an emergency, the Emergency Management Group will be responsible for declaring emergencies, evacuating or shutting down facilities as necessary and contacting employees. The Emergency Management Group will be led by the Incident Commander and will operate out of the designated Emergency Operations Centre.

The Emergency Management Group has the authority to identify critical business functions impacted by the emergency and initiate the process for recovering each function in the order laid out in the Business Continuity Plan.

The Business Continuity Plan is enacted with the purpose of ensuring continued business activity in the event of an emergency and ensuring the safety of all employees. Failure to comply with the Business Continuity Plan or any directives issued by the Emergency Management Group may result in verbal reprimands, official write-ups and termination, as deemed appropriate.

## EMERGENCY MANAGEMENT GROUP

The Emergency Management Group is responsible for controlling all technical aspects of emergency response. The group will be led by the Incident Commander. Members of this group (and only these designated members) have the authority to:

- Order facility shutdown
- Initiate evacuation of employees and customers
- Declare that an incident has ended
- Initiate the emergency response phone tree

The following employees comprise the Emergency Management Group:

- Tony Song – Incident Commander
- Shasha Wang – Incident response officer
- Jason McGuirk – Incident response officer

In the event that these individuals are not available, the following employees may serve as alternative members of the Emergency Management Group:

- Sailesh Chandra – Incident response assistant
- Avinder Singh – Incident response officer

## INCIDENT COMMANDER

The Incident Commander is responsible for communicating with internal and external resources in the event of an emergency. This individual has the authority to declare an emergency, shut down company facilities and communicate with the emergency services.

- Tony Song is the Incident Commander.

- In the event that Tony Song is not available, Shasha Wang shall serve as the Incident Commander.

## WORKFLOW

In the aftermath of an emergency, immediately take the following steps to resume operations:

- Organise a recovery team and list your business' top priorities for resuming operations.
- Ensure the safety of personnel on the property by evaluating any remaining hazards and controlling security at the scene of the incident.
- Conduct an employee briefing.
- Maintain detailed records. Record all decision making and videotape or photograph the damage.
- Follow your notification procedures. Notify employees' families about on-duty personnel; notify off-duty personnel about their work status and alert insurance carriers and appropriate government agencies.
- Protect undamaged property by closing building entrances and exits, restoring sprinkler systems, (if applicable), re-establishing power, guarding property against moisture and removing smoke, water and general debris.
- Coordinate your restoration actions with appropriate government agencies.
- Regulate salvage operations by segregating damaged property from undamaged property and retaining damaged goods until an insurance assessor can view them. However, you should move material outside if it impedes traffic and can withstand exposure to the elements.
- Perform an inventory count on damaged goods with an assessor or the assessor's representative. Obtain a signed inventory listing the quantity and type of goods if you release any to the assessor.
- Restore equipment and property. Do not undertake any major repair work without consulting the insurance assessor and appropriate government agencies.
- Assess the value of any damaged property and the financial impact of business interruption.
- Maintain constant contact with customers and suppliers to instill confidence.

## EMERGENCY OPERATIONS CENTRE

Emergency Operations Centre will designate two Emergency Operations Centres. These centres will serve as a centralized location where the Emergency Management Group can gather in the event of an emergency. The primary centre will be on site and the secondary centre will be located off site. In the event that the primary centre is not able to be utilised, the "Emergency Management Group" will utilize the secondary centre.

Both locations will be stocked with the following resources:

- Three mobile phones
- Three mobile phone chargers
- Copy of the emergency management plan
- Plan/drawing of the facility
- Map of the surrounding area
- Chain of command list and contact information
- Security information for the building, including the alarm code and activation/deactivation procedures
- Phone tree for contacting employees
- Three flashlights equipped with spare batteries
- First-aid kit
- Access to the primary and secondary Emergency Operations Centre's is limited to members of the Emergency Management Group. The Incident Commander and the Human Resources Manager will have keys to each facility.
- The primary emergency operations centre is located here: 308 George Town Road Rocherlea 7248

- The secondary emergency operations centre is located here: 147 Northbourne Rd Campbellfield 3061

## COMMUNICATION

Communication strategies are paramount to ensuring that all relevant stakeholders are kept informed in a timely manner throughout a business disruption incident (BDI).

Any assumptions regarding ICT services and/or telecommunication capabilities (including mobile services), should be identified within the BIA. Communication strategies should factor in potential loss of internal and/or external telecommunications, ICT services (email etc) and mobile telecommunications. Communication considerations include (but not be limited to):

- Alerting / Notifying key personnel of a business disruption incident.
- Communication updates / advice regarding BC response and recovery strategies to a wider range of people, including:
  - Internal staff.
  - External sites.
  - Third party contractors / suppliers.

## EMERGENCY COMMUNICATIONS

The Incident Commander understands the importance of clear communication in an emergency situation.

The Emergency Operations Centre will be stocked with mobile phones. It will be equipped with mobile data to ensure Internet access even if the power goes out.

## NOTIFICATION

The Incident Commander will ensure that all employees know the proper notification procedures for a variety of scenarios.

Employees should report an emergency by contacting Tony Song. In the event Tony Song is not available, employees should contact Shasha Wang

To aid employees in their notification efforts, Chao Deng will post emergency telephone numbers at 308 George Town Road Rocherlea 7248

and provide the emergency contact list of employees (the phone tree).

The designated employees, Tong Song and Shasha Wang are responsible for, In the event of an emergency that requires a facility-wide evacuation, to send out the following announcement to all employees:

***- Due to a developing emergency, management asks you to please calmly exit the building and reconvene at our designated meeting point located at (opposite current facility). Bring with you only that which is necessary, such as medication or clothing for inclement weather. Assist your co-workers in assuring that your area of the building is completely evacuated and that everyone is calmly heading for the company meeting spot. We will release more information at that time.***

***Thank you.***

### **Warning**

Incident commander has the following warning system to alert all employees:

Mobile Air horn.



We will test the warning system and record the results 2 times a year.

The warning will sound like a HORN and look like (picture as above). To help alert people with certain disabilities that may have difficulty perceiving the warning, we have augmented our warning system to include verbal communication to all employees or visitors to the facility.

### EVACUATION POINTS

Emergency exits will be marked with (signs and lights) to attract attention and guide evacuating employees.

When customers or other visitors are also in the building when a warning is issued, employees should do the following to ensure everyone evacuates safely:

- Escort and advise customers and visitors of evacuation procedure.

### REVIEW AND AVAILABILITY OF THE PLAN

This plan will be reviewed at least annually and updated accordingly. It will be made available in hard copy and electronic forms as well as being available in key locations and on the ELT Recycling Australia website.

Regularly scheduled exercises are critical to ensure that the Continuity Plan can be executed in times of an emergency. Exercising is one of the most effective ways to discover and document necessary modifications. The testing and exercise plan will be progressive, building from simple, individual tests to complex, functional exercises. The plan will include activities that build on training and improve capabilities through a series of tests and exercises.

Testing is required to demonstrate the correct operation of all equipment, procedures, processes and systems that support the organization's essential functions. Test exercises are conducted to validate elements of the Continuity Plan, both individually and collectively.

Exercises should be realistic simulations of an emergency, during which individuals and agencies perform the tasks that are expected of them in a real event. Exercises should promote preparedness; improve the response capability of individuals and participating agencies; validate plans, policies, procedures, and systems; and verify the effectiveness of command, control, and communication functions.

Exercises may vary in size and complexity to achieve different objectives. The various types of exercises are described below:

- Tabletop exercises simulate an activation of the Continuity Plan in an informal, stress free environment. They are designed to prompt constructive discussion as participants examine/resolve problems based on existing plans. There is no equipment use, resource deployment, or time pressures.
- Drills or system tests are coordinated and supervised activities normally used to exercise a specific operation, function or system. They evaluate response time or performance against recovery time objectives, provide training with new equipment or procedures or enable practice using current skills.

- Functional exercises are interactive exercises performed in real time to test the capability of the organization to respond to a simulated emergency. Functional exercises test one or more functions and focus on procedures, roles, and responsibilities before, during and after an emergency event. As discussed above, test exercises should be part of the overall review process and include a detailed analysis of successes and failures, efficiencies, costs and resources to inform the viability of the continuity procedures.

The exercise’s success depends on the group identifying problem areas and offering constructive resolution alternatives. This format exposes personnel to new or unfamiliar concepts, plans, policies and procedures.

### LIST OF POSSIBLE INCIDENTS LIKELY TO INTERRUPT BUSINESS

Emergency response procedures are used to address incidents that may occur during routine operations. Below is a list of some of the incidents that would trigger the initiation of emergency response procedures.

- Fire
- Bomb Threat
- Flood
- Power Outage
- Medical
- Severe weather
- Incidents from nearby facilities
- Pandemic

### MATRIX OF LIKELIHOOD

1 = Low Risk    2 = Medium Risk    3 = Moderate Risk    4 = High Risk    5 = Very High risk

Threat	LIKELIHOOD (1-5 RATING)	IMPACT (1-5 RATING)	RISK RATING (1-5 RATING)	RISK PRIORITY
Fire	1	5	1	5
Bomb Threat	1	5	1	5
Flood	1	3	1	5
Power Outage	1	4	1	5
Medical	1	1	1	5
Severe Weather	1	1	1	5
Incidents from nearby facilities	1	5	3	5
Pandemic	4	5	4	5

### IN EVENT OF INCIDENT

In the event of a likely incident the following procedures are to take place

#### -ASSESS SITUATION

- INCIDENT OCCURS
- CONTACT KEY OFFICERS/SERVICES
- ESTABLISH THE FACTS & ASSESS SEVERITY
- CLARIFY LOCAL AUTHORITY INVOLVEMENT & RESPONSIBILITY
- INVOKE EMERGENCY RESPONSE AND/OR BUSINESS CONTINUITY RESPONSE

**- IF EMERGENCY RESPONSE**

- CONTACT RELEVANT AGENCIES & CLARIFY ROLES
- ESTABLISH CRISIS MANAGEMENT TEAM
- DEFINE LOCAL OPERATIONAL RESPONSE
- MANAGE & CO-ORDINATE LOCAL AUTHORITY RESPONSE
- ESTABLISH FUNCTIONAL TEAMS (WHERE NECESSARY)

**- IF BUSINESS CONTINUITY RESPONSE**

- CONTACT RELEVANT DIRECTOR(S) & ASSISTANT DIRECTOR(S)
- ESTABLISH BUSINESS CONTINUITY MANAGEMENT TEAM
- INVOKE LOCAL BUSINESS CONTINUITY PLAN(S)
- DEFINE LOCAL OPERATIONAL RESPONSE
- MANAGE & CO-ORDINATE SERVICE BASED RESPONSES
- ESTABLISH FUNCTIONAL TEAMS (WHERE NECESSARY)

**KEY CONTACTS**

<b>Key contacts</b>	<b>Contact number/s</b>
<i>Police</i>	000
<i>Emergency Services</i>	000
<i>Ambulance</i>	000
<i>Medical</i>	6710 3000
<i>Security</i>	
<i>Insurance company</i>	
<i>Water and Sewerage</i>	136992
<i>Gas</i>	N/A
<i>Electricity</i>	1300 426 594
<i>Telephone</i>	132000

**LONG TERM BUSINESS INTERRUPTION OR CRISIS**

Depending on the business' specific circumstances, there are many possible events that might cause long term business interruption or constitute a crisis:

- Natural disasters - for example, flooding caused by burst water pipes or heavy rain, or wind damage following storms.
- Theft or vandalism - theft vandalism of machinery or vehicles
- Fire
- Power cut - loss of power long term

- Restricted access to premises - for example, due to a gas leak or disaster from other nearby facilities
- Loss or illness of key or all staff - if they were to leave or be incapacitated by illness.
- Outbreak of disease or infection
- Terrorist attack, - either where our business is based or in locations to which our employees travel or the countries where our exporters are located
- Crises affecting suppliers
- Crises affecting customers
- Crises affecting our business' reputation

### CLASS/LEVEL OF EMERGENCY

Class/Level of Emergency	Category	Impact on Organisation	Communications
1. (Without relocation)	Alert	An actual or anticipated event may have an adverse impact for less than 12 hours with little effect on services or essential functions. No Continuity Plan activation required, depending on individual department requirements.	Appropriate personnel react to and remediate situation. EMG are contacted and made aware of the situation
2. (Without relocation)	Standby	An actual or anticipated event is estimated to have impact on operations for 12–72 hours, possibly requiring outside. EMG determines if/when Continuity Plan activation is necessary, depending on individual area requirements.	Impacted area(s) alerts EMG of situation and requests needed assistance. EMG is placed on standby.
3. (With relocation)	Limited Activation	An actual event minimally disrupts the operations of one or more essential functions or impacts critical systems for up to 7 days. Limited Continuity Plan activation. May require movement of some personnel to an alternate work location for less than a week.	Impacted area(s) notifies EMG of situation, requests needed assistance and may send employees to alternate work location. EMG determines extent of Continuity Plan activation.
4. (With relocation)	Full Activation	An actual event significantly disrupts the operations of three or more essential functions or to the entire organization for more than a week, with the potential to last up to 30 days. Full Continuity Plan activation issued by the EMG team.	Impacted area(s) notifies EMG of situation, requests needed assistance and sends employees to alternate work location. Members of the EMG activate the Continuity Plan.

\*EMG – Denotes, Emergency management Group

### ALTERNATE COMMUNICATIONS CHANNELS

When an incident requires that a facility or a portion of one becomes inaccessible and alternative location may need to be designated. In order to continue business operations, all members of the management, staff, support personnel, vendors and anyone else associated with the organisation need to have ready

access to a communication channel that reaches the new location. The new location must also have access to the systems and resources required to support business operations. To accommodate this alternative communication channels must be planned for Emergency Mode Operations. For each alternate facility or application, a communications alternative must be available and documented.

#### AFTER THE CRISIS IS OVER

INCIDENT RESPONSE	✓	ACTIONS
• Refocused efforts towards recovery?	<input type="checkbox"/>	
• Deactivated staff members and resources as necessary?	<input type="checkbox"/>	
• Continued to gather information about the situation as if effects you?	<input type="checkbox"/>	
• Assessed your current financial position?	<input type="checkbox"/>	
• Reviewed cash requirements to restore operations?	<input type="checkbox"/>	
• Contacted your insurance broker/company?	<input type="checkbox"/>	
• Developed financial goals and timeframes for recovery?	<input type="checkbox"/>	
• Kept staff informed?	<input type="checkbox"/>	
• Kept key stakeholders informed?	<input type="checkbox"/>	
• Identified information requirements and sourced the information?	<input type="checkbox"/>	
• Set priorities and recovery options?	<input type="checkbox"/>	
• Updated the Recovery Plan?	<input type="checkbox"/>	
• Captured lessons learnt from your individual, team and business recovery?	<input type="checkbox"/>	

#### INTERGRATE THE INTO COMPANY OPERATIONS

ELT Recycling Australia will educate all new employees and existing employees about the importance of continuity planning. Details of the plan will be stored in a public place, accessible to all employees upon demand. Company-wide review of emergency operations will be conducted annually as well as any time the plan is significantly modified.

ELT Recycling Australia pledge to do the following for our staff:

1. Provide a safe working environment
2. Implement emergency alerts in the event of a disaster
3. Conduct a damage assessment in order to decide the best response and recovery plan possible
4. If a shutdown occurs, provide employees with aid and resources to best accommodate losses incurred
5. Build upon agreed strategies in order to restore business operations
6. Provide backup storage for data
7. Communicate all procedures in event of emergency shutdown
8. Business goes into liquidation

### EXTENDED INTERRUPTION/CLOSURE

In the event of a long-term interruption or crisis ELT Recycling Australia has a verbal agreement with a competitor to off load all tyres for recycling to their business. The company or costs agreed by the two companies will not be disclosed in this document. In the event that ELT Recycling Australia goes into liquidation, the company has taken measures to assure that there would be no loss to landlord. ELT Recycling Australia has a very good long working relationship with the landlord.

ELT Recycling Australia work within the guidelines set by the EPA, (5,000 EPU) there for if foreclosure is inevitable the director will have enough funds to cover the disposal of all tyres and to clean the premises at 308 George Town Road Rocherlea 7248.

### CONTINUITY INSURANCE

At the time this document was prepared, there were no insurance companies prepared to issue a policy for continuity insurance.

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### DISCLOSURE

This document has been prepared in the event or likelihood of incidents that can cause business interruption. It has not been prepared because an incident has occurred or likely to occur.

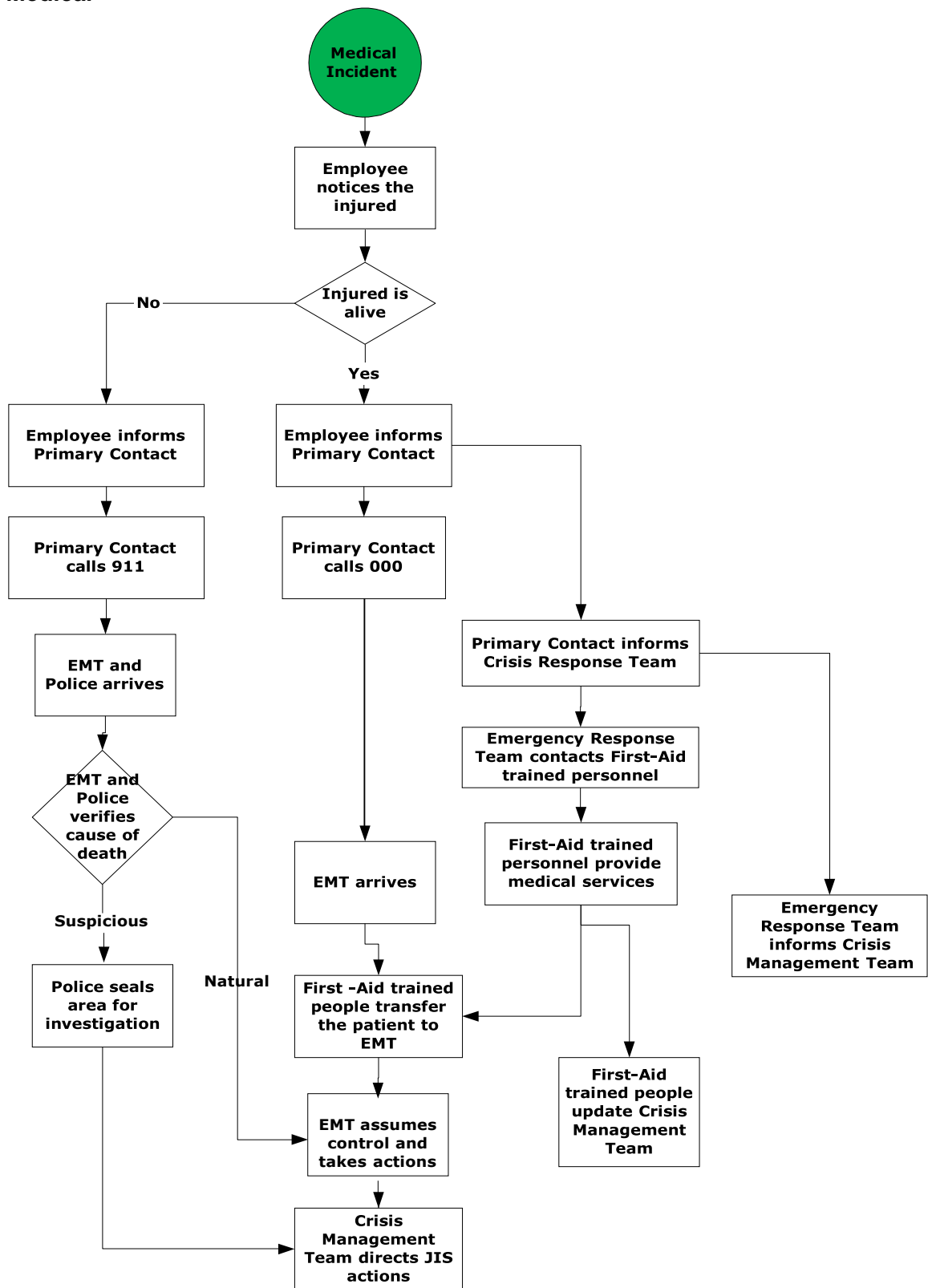
The scenarios in preparing this document are set to have plans and measures to deal with any incident or disruption to business or likelihood of closure. It is designed to minimise the risks.

ELT Recycling Australia is a very solid organisation well asset backed and focused on continuing to provide superior service at a competitive price. This formula has been the mainstay of our success and will continue to be.

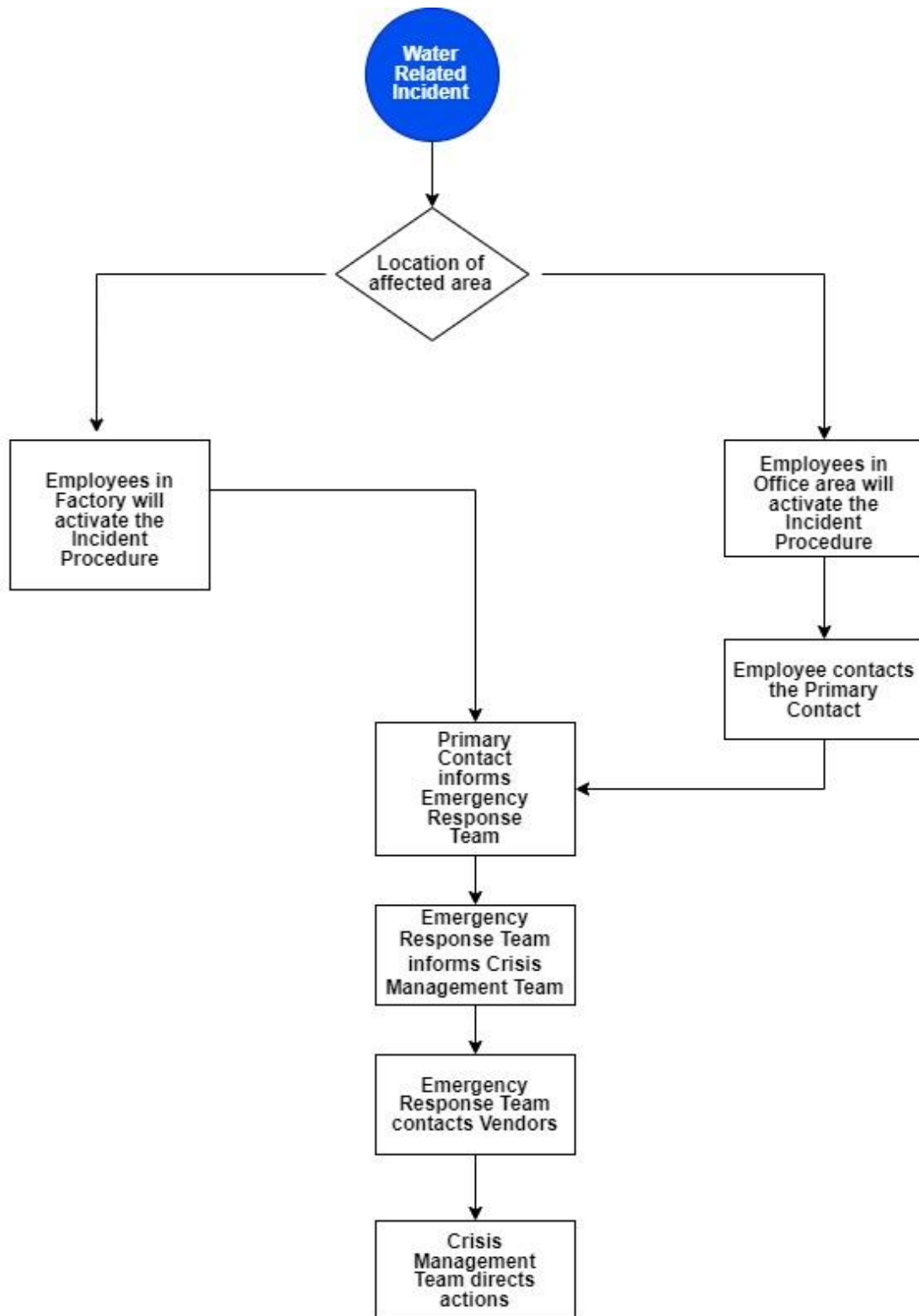
### EMERGENCY PROCEDURES – FLOWCHARTS

Emergency procedures are the foundation of any crisis management plan. The objective of the emergency procedures is to be able to protect lives and minimize damage to assets and to try to 'nip the incident in the bud' before it escalates into a disaster. The following depicted by the flowcharts enable easy understanding and also provide a quick reference guide for all concerne

# Medical



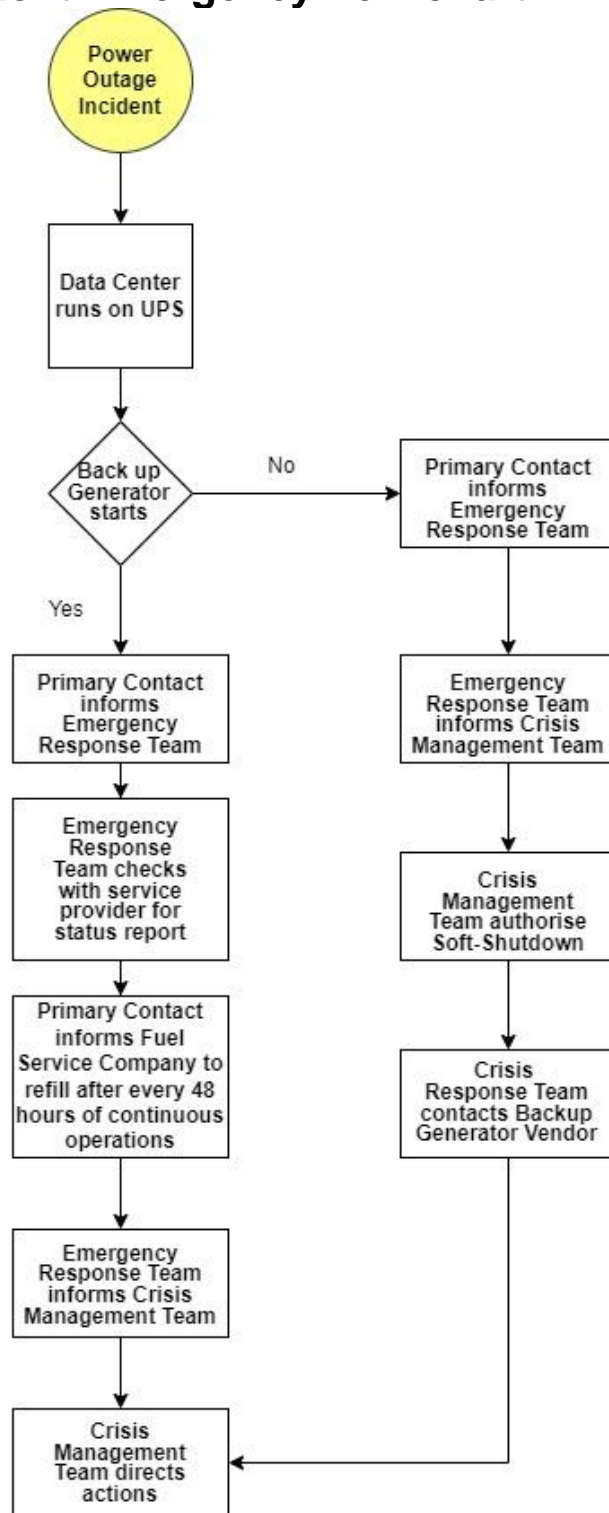
# Water related incident Emergency Flow chart



*The following additional details need to be defined*

Flooding incident procedure – mapping of vital records locations to danger areas, location of shielding material, contact numbers of restoration vendors.

# Power Outage Incident Emergency flow chart

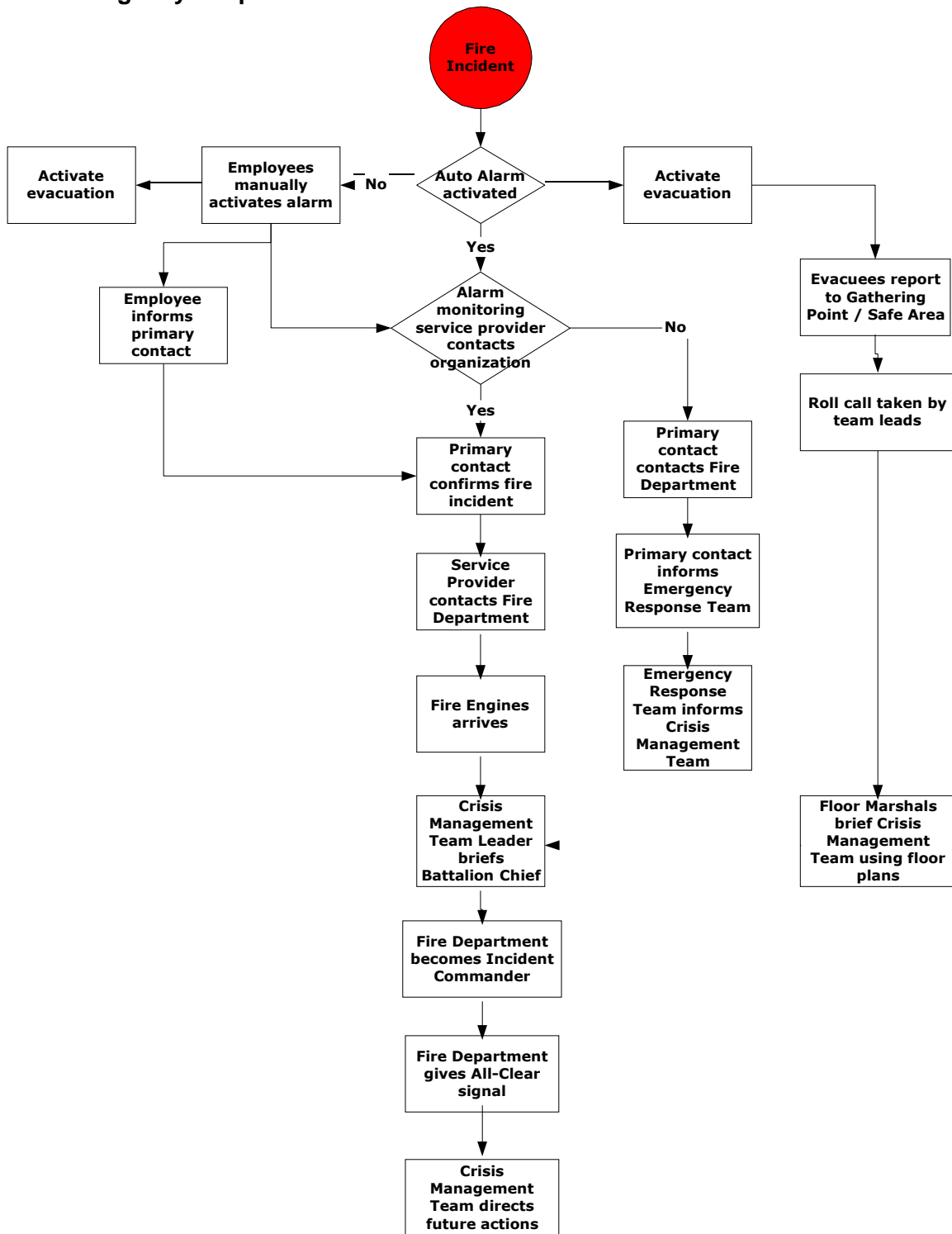


*The following additional details need to be defined*

- Soft shutdown procedures

Determine reorder point of fuel for backup generator

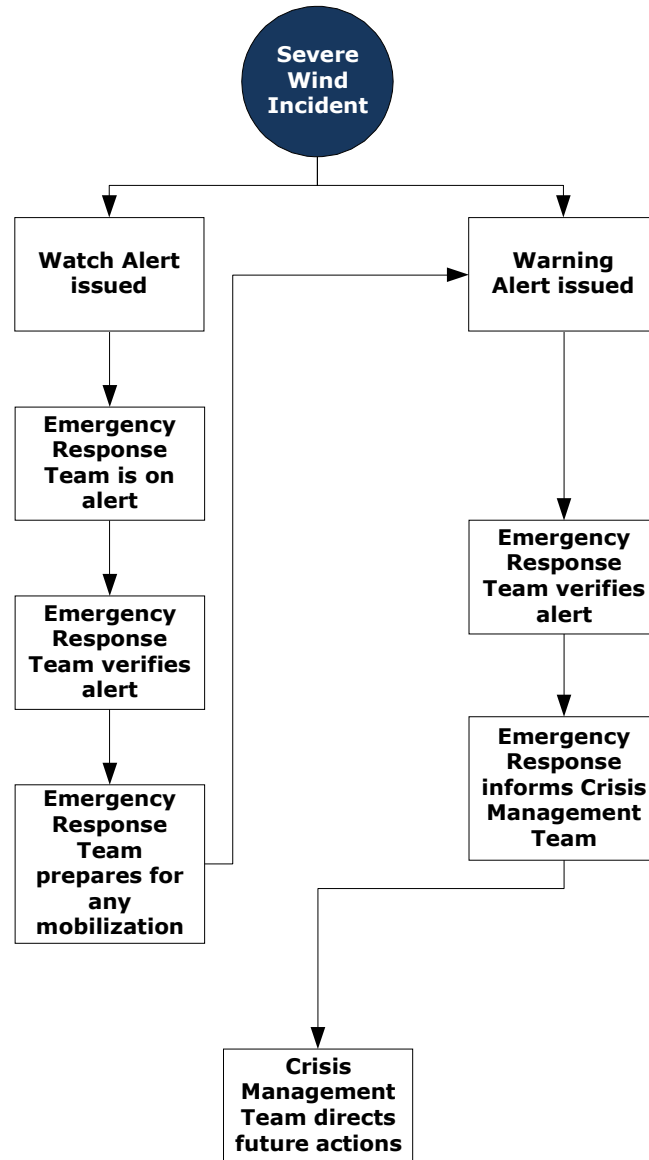
## Fire Emergency Response Flow Chart



*The following additional details need to be defined*

Alarm monitoring service provider details- contact number, disabling procedure, testing procedure.

## Severe Windstorm Emergency Response Flow Chart



*The following additional details need to be defined:*

- Equipment for keeping alert
- Mobilization resources and procedures.

