

# EcoPack Limited

## Risk Management & Mitigation Policy



### 1. PURPOSE AND SCOPE

This policy establishes the process for the management of risks faced by EcoPack Limited ("EPL"). The aim of risk management is to maximize opportunities in all activities and to minimize adversity.

The Policy delegates responsibility and accountability for risk management to operational and functional line managers throughout the organization.

### 2. RESPONSIBILITIES

Each Head of the Department (HOD) of an operational or functional unit must:

- **Identify:** Identify their most significant risks;
- **Assign:** Assign individual responsibility for managing the critical elements of each of those risks;
- **Manage:** Ensure that robust processes are in place and operating effectively to mitigate significant risks; and
- **Monitor:** Actively monitor the processes with appropriate feedback and upward reporting.

### 3. TYPES OF RISKS

Risks may be categorized as follows:

- Internal risks
- External risks

### 4. TESTING OF RISKS

The departmental head shall identify the internal & external risks associated with its area of operations, he shall assess those risks by performing the following actions:

- Compliance with the existing internal control systems.
- Risk analysis of resources, controls, threats, and vulnerabilities.
- Management decisions to implement security countermeasures.
- Implementation of countermeasures.
- Periodic review of the risk management program.
- Weaknesses in the system design, system security procedures, implementation, and internal controls that could be exploited by authorized operators or intruders.
- Known and projected threats that are applicable to the system under review.
- To assess that how could the external factors be impact on the area of their operations.
- Data privacy rules shall be abide by and there should be appropriate data retention procedures.
- Risk once identified, it shall be documented in order to mitigate it properly.

### 5. RISK MITIGATION PLANS TO ADDRESS THE RISK (GENERAL & SPECIFIC AREA RISKS)

- A formal process shall be in place for assessing the adequacy of the risk mitigation plans for significant risks.

- There shall be written policies and procedures that detail the internal controls that address the significant risks.
- The risk mitigation plan process and procedures shall be adequately communicated to responsible parties; training shall be delivered where necessary.
- Risk mitigation plans shall be in place for each significant risk identified through the risk identification process.
- Mitigation plans should be documented and prepared by risk, and detail each control relied-upon to mitigate the risk.
- A formal monitoring process should exist to measure the continued effectiveness of the risk mitigation plan.

## 6. RISK IDENTIFICATION UPDATES.

- Mitigation plans should be reviewed periodically i.e., quarterly by a senior management team to identify gaps, reevaluate existing risks and their significance.
- An individual should be assigned responsibility for overseeing the overall risk mapping process and should be accountable for ensuring the process is ongoing and operating effectively.

## 7. MANAGEMENT LEADERSHIP

Control environment should not be compromised due to management inaction or inappropriate management actions / behavior.

- Management should focus on risk management, internal controls, and continuous improvement.
- There should be documented management team meetings with clear objectives, actions and evidence of follow through;
- Management actions should be tracked and individuals should be held accountable for commitments.
- Management should accept full responsibility for developing a framework for the overall approach to internal control.
- Management should promote transparency within organization.
- There should be integrated management team so that senior management directives should be cascaded through the organization.

## 8. MONITORING

There shall be adequate continued monitoring for effective operation of internal controls and risks management:

- Key processes should be documented and key controls identified.
- There should be proper processes for monitoring the effective and continuous operation of internal controls over key risks.
- Evidence of control should be tested by management either perpetually or periodically through enquiry, observation or examination, and such tests are recorded.
- There should be proper information regarding internal control errors, inconsistencies and exceptions which should be systematically kept and reported to management.
- There should be proper timeliness of reporting which allows for rapid response to identified internal control shortcomings or exceptions.

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CHIEF FINANCIAL OFFICER

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CHIEF OPERATING OFFICER

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CHIEF EXECUTIVE OFFICER

Manufacturers Of Quality PET Bottles & Preforms

**Ec o Pack Ltd**

**Ecopack Limited**  
19, Main Street, City Villas,  
Near High Court Road, Rawalpindi  
Tel: +92-51-5974098 & 99  
Fax: +92-51-5974097

August 27, 2015

**The Directors**  
Ecopack Limited  
Industrial Estate  
Hattar

**Justification of Resolution by Circulation # 34**

It was approved by the Board of Directors of Ecopack Limited in their 93<sup>rd</sup> meeting held on April 29, 2015 that the "Terms Of Reference" (TOR) of the Audit Committee will be approved vide Resolution by Circulation subsequent to the 93<sup>rd</sup> meeting, in this regard, please find attached herewith the Resolution By Circulation # 34 for the approval of TOR of Audit Committee. These TORs have been prepared by Mr. Ishtiaq Ali (Internal Auditor) and duly recommended by the Audit Committee.

Submitted for your approval.

Best regards,



**Muhammed Ali Adil**  
Company Secretary

Resolution by Circulation # 34/2015-16

Aug 27, 2015

**RESOLUTIONS BY CIRCULATION**

*"Resolved that the "Terms Of Reference" (TOR) of the Audit Committee as appended below duly recommended by the Audit Committee in their meeting held on 29.4.2015 be and is hereby approved with immediate effect."*

**TERMS OF REFERENCE (TORs)**  
**OF**  
**AUDIT COMMITTEE**

**Membership**

The board shall appoint the committee. The members of the committee should be financial literate, and majority of them including chairman shall be independent non-executive directors of the company, subject to sub-rule 2 of rule 12 of the CCG rule 2013.

The chairman of the board as well as chief executive shall not be appointed as member of the audit committee.

**Secretary**

Internal audit coordinator shall be secretary of the committee.

**Attendance at Meeting**

The CFO, the Head of Internal Audit and external auditors represented by engagement partner or in his absence any other partner designated by the audit firm shall attend meetings of the Audit Committee at which issues relating to accounts and audit are discussed:

There should be at least one meeting a year, or part thereof, where the audit committee meets the external and internal auditors without executive board members present. This need not be the same meeting.

The Committee, at its discretion, may require the Chief Executive, Finance Director and other Senior Management to attend meetings and provide information and explanations relevant to the Company and its operations.

**Frequency of Meeting**

Meetings shall be held not less than four times a year (to coincide with key dates in the company's financial reporting cycle).

The external auditor or the internal auditor may request a meeting if they consider that one is necessary

Resolution by Circulation # 33/2015-16

Aug 27, 2015

## Authority

The committee is authorized by the board to:

- i. Investigate any activity within its terms of reference;
- ii. Seek any information that it requires from any employee of the company and all employees are directed to co-operate with any request made by the committee; and
- iii. Obtain outside legal or independent professional advice, at the company's expense, and secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

## Duties

The duties of the committee shall be:

- 1) To recommend to the board to the Board of Directors the appointment of external auditors by the company's shareholders and shall consider any questions of resignation or removal of external auditors, audit fees and provision by external auditors of any service to the listed company in addition to audit of its financial statements.
- 2) Determination of appropriate measures to safeguard the listed company's assets;
- 3) Review of quarterly, half-yearly and annual financial statements of the listed company, prior to their approval by the Board of Directors, focusing on:
  - Major judgmental areas;
  - Significant adjustments resulting from the audit;
  - The going concern assumption;
  - Any changes in accounting policies and practices;
  - Compliance with applicable accounting standards;
  - Compliance with listing regulations and other statutory and regulatory requirements; and
  - Significant related party transactions.
- 4) Review of preliminary announcements of results prior to publication;
- 5) Facilitating the external audit and discussion with external auditors of major observations arising from interim and final audits and any matter that the auditors may wish to highlight (in the absence of management, where necessary);
- 6) Review of management letter issued by external auditors and management's response thereto;
- 7) Ensuring coordination between the internal and external auditors of the listed company;
- 8) Review of the scope and extent of internal audit and ensuring that the internal audit function has adequate resources and is appropriately placed within the listed company;
- 9) Consideration of major findings of internal investigations of activities characterized by fraud, corruption and abuse of power and management's response thereto;
- 10) Ascertaining that the internal control systems including financial and operational controls, accounting systems for timely and appropriate recording of purchases and sales, receipts and payments, assets and liabilities and the reporting structure are adequate and effective;
- 11) Review of the listed company's statement on internal control systems prior to endorsement by the Board of Directors and internal audit reports;
- 12) Instituting special projects, value for money studies or other investigations on any matter specified by the Board of Directors, in consultation with the CEO and to consider remitting of any matter to the external auditors or to any other external body;

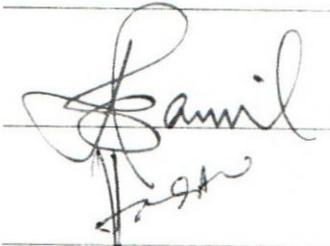
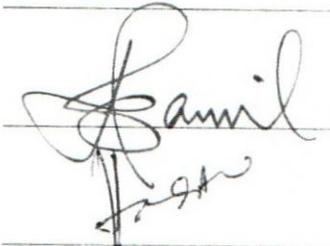
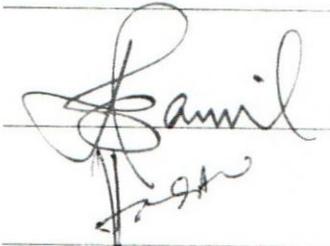
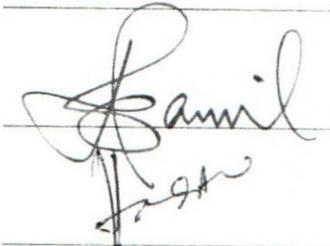
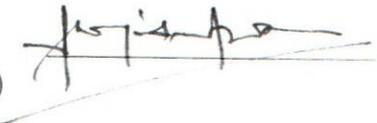


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- 13) Determination of compliance with relevant statutory requirements;
- 14) Monitoring compliance with the best practices of corporate governance and identification of significant violations thereof; and
- 15) Consideration of any other issue or matter as may be assigned by the Board of Directors. Reporting procedure

**Karachi**  
**Dated: August 27, 2015**

<u>S. No</u>	<u>Director</u>	<u>Signature</u>
1.	Mrs. Ayesha Khan (Chairperson Board of Directors)	
2.	Mr. Hussain Jamil (Chief Executive Officer)	
3.	Mr. Asad Ali Sheikh	
4.	Mr. Mohammad Raza Chinoy	
5.	Mr. Amjad Awan (Alternate to Mr. Shahid Jamil)	

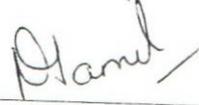


Manufacturers Of Quality PET Bottles & Preforms

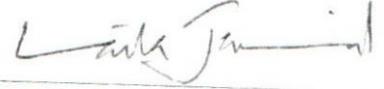
**Ec o Pack Ltd**

Ecopack Limited  
19, Main Street, City Villas,  
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6. Mrs. Deborah Jamil



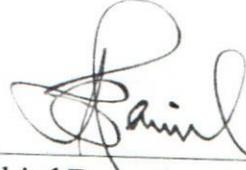
7. Ms. Laila Jamil



**Note :** Please note that Mr. Mohammad Raza Chinoy has been resigned from the Directorship of Ecopack Limited, In consequence of his resignation Mr. Amjad Awan has been appointed as Director in his place, these changes have been duly communicated to the SECP, However, the approval from SECP is still in process and it will take 10 to 12 days, therefore, the names of Mr. Raza Chinoy and Mr. Amjad Awan are still appearing in the above list of Directors without change.



Company Secretary



Chief Executive Officer

## Ecopack Limited Hattar. HR & Remuneration Committee Terms of Reference

### 1. Committee Purpose

1.1 The HR & Remuneration Committee (HR & R) is a Committee of the Board members which reviews and approves, where appropriate, the Company's remuneration and compensation plans, Human Resources policies and practices in respect of EcoPack Ltd, taking into account the company's current and future financial status and the long-term interests of shareholders, investors and other stakeholders.

### 2. Duties and Scope

2.1 The HR & R committee will review and recommend to the Board the company's Remuneration and HR protocols and practices, which are to be performance-based and aligned with the company's business strategy, objectives, values and long-term interests.

2.2 The HR & R committee will undertake periodic review of the remuneration and HR policies to ensure continued compliance with this provision, and continued alignment with the labour law.

2.3 The HR & R committee will review the company's remuneration and HR practices in light of the company's objectives and the need to ensure these practices do not encourage excessive risk taking.

2.4 The HR & R committee shall have responsibility for setting the remuneration policy for all Directors. In determining such policy, the HR & R committee takes into account all factors which it deems necessary including relevant legal and regulatory requirements and the provisions and recommendations of the labour law. The objective of such policy shall be to attract, retain and motivate executive management of the quality required to run the company successfully and efficiently. The remuneration policy should have regard to the risk appetite of the company and alignment to the company's long term strategic goals and interest of the shareholders. A significant proportion of remuneration should be structured so as to link rewards to corporate and individual performance and designed to promote the long-term success of the company.

2.5 The HR & R committee will approve the remuneration packages related to the Chief Executive and other Directors annually, including an appraisal of the performance of the Chief Executive and Directors. The HR & R will also approve and monitor the remuneration packages of those that report to the Chief Executive or Board. This will include:

- (i) Total remuneration packages;
- (ii) Remuneration package changes;
- (iii) Terms and conditions of employment and other contractual matters;
- (iv) Performance appraisal procedures;



- (v) Executive short and long term incentive schemes;
  - (vi) Internal Auditor
- 2.6 The HR & R will review and approve the policy and the terms of variable remuneration plans, including employee and executive share and option plans. The HR & R will review such plans to ensure that appropriate risk based metrics are considered when determining awards under these plans.
- 2.7 The HR & R will seek to ensure that short and long term incentive awards support the delivery of the business strategy set out in the Company operational plan, have appropriate risk management and compliance checks and balances and do not limit the company's ability to strengthen its human capital base.
- 2.8 The HR & R may take independent professional advice about remuneration matters at reasonable cost if the HR & R Chairperson so recommends.
3. **Appendix to Terms of Reference of the Remuneration Committee evaluating the performance of the Directors.**

The Chief Executive's performance is evaluated by the Chairperson of the HR & R Committee having taken account of the views of the other Directors. This process commences with a review by the Directors of the Chief Executive's overall performance against the financial and non-financial objectives set for the relevant year.

Following that review, HR & Remuneration Committee makes a recommendation to the board regarding the Chief Executive's remuneration. The final decision on the Chief Executive's remuneration is made by the board.

The performance evaluation of the Chief Financial Officer, the Chief Operating Officer and other executives who report to the Chief Executive is led by the Chief Executive. Performance is assessed against the objectives set for them in respect of the relevant financial year. The Chief Executive then presents recommendations to the HR & R Committee regarding their remuneration. Again, the Remuneration Committee review any recommendations made by the Chief Executive. The Chief Executive gives the CFO, COO and other executive's feedback regarding their performance during one-to-one meetings and after then HR & R committee will present proposal for the BOD for their final approval.



## 15-

## Whistle Blower Policy

### Introduction:

A Whistle-Blower is an employee who, in good faith, reports wrongdoing in organization to the appropriate authority.

### 1- Scope:

EcoPack requires from its all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the EcoPack, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

This policy is intended to encourage all employees to come forward and report through appropriate channels (in certain cases on a confidential basis) without fear of revenge or unfair treatment.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that EcoPack can address and correct inappropriate conduct and actions. It is the responsibility of all employees to report concerns about violations of EcoPack's code of ethics or suspected violations of law or regulations that govern EcoPack's operations. It is contrary to the values of EcoPack for anyone to retaliate against any employee who in good faith report an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or deliberate attempt of any material/production/sale & property loss or suspected violation of any regulation governing the operations of EcoPack. An employee who reacts against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### 2- Key Points of the Policy:

- i- The Whistleblower should promptly report the suspected or actual event to his supervisor.
- ii- If the Whistleblower is uncomfortable or otherwise unwilling to report to his supervisor, then the Whistleblower could report the event to the next highest or another level of management or HR department.
- iii- The Whistleblower can report the event with his identity or may drop the letter in the suggestion boxes placed at different location of the plant to keep his identity secret.
- iv- The Whistle blower shall receive no retaliation for a report that was provided in good faith, that was not done primarily with wickedness to damage another or the organization.
- v- A Whistle-blower, who makes a report that is not done in good faith, is subject to disciplinary action including termination of the employee or other legal means to protect the reputation of the organization and members of its staff.

- vi-** Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subjected to disciplinary action including termination of the employee or other means of legal action.
- vii-** Supervisors who receive the reports must promptly act to investigate and resolve the issue in collaboration with HR department.
- viii-** If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he has the right to report the event to the higher management.
- ix-** The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy.

## **STANDARD OPERATING PROCEDURE** **QUALITY ASSURANCE DEPARTMENT**

**Procedure Description:**     **Environmental Management Plan**

### **1.0**     **Purpose**

Packaging plays a primary role in keeping the food supply among the safest in the world. Simply stated, good packaging provide the benefits to food processors after the process is complete, enabling foods to remain good for human consumption till the mentioned shelf life. However, packaging technology must balance food protection with other issues, including energy and material costs, heightened social and environmental consciousness, and strict regulations on pollutants and disposal of solid waste.

### **2.0**     **Scope**

This procedure is applicable to the entire Company against any existing environmental issue.

### **3.0**     **EPL Environmental Policy**

EPL demonstrate a strong sense of responsibility and openness on Environment, Health and Safety for our employees, customers and community where we operate.

### **4.0**     **EPL Environmental Objectives**

Production process performed with minimum impacts to the environment and within the national and local statutory framework. Environmental considerations are part of all work planning and impacts, controlled to a necessary minimum. It is ensured that appropriate mitigation plans are established and implemented.

### **5.0**     **Food Packaging -- Roles, Materials, and Environmental Issues**

This procedure describes the role of food packaging in the food supply chain, the types of materials used in food packaging, and the impact of food packaging on the environment. In addition, this document provides an overview of solid waste management guidelines and other waste management options.

#### **5.1**     **Roles of Food Packaging**

The principal roles of food packaging are to protect food product from outside influences and damage. The goal of food packaging is to contain food in a cost-effective way that satisfies industry requirements and consumer desires, maintains food safety, and minimizes environmental impact.

## **5.2 Protection/preservation**

Food packaging can retard product deterioration, retain the beneficial effects of processing, maintain shelf-life, and maintain quality and safety of food. In doing so, packaging provides protection from 3 major classes of external influences: chemical, biological, and physical.

Chemical protection minimizes compositional changes triggered by environmental influences such as exposure to gases (typically oxygen), moisture (gain or loss), or light (visible, infrared, or ultraviolet). Many different packaging materials can provide a chemical barrier. PET packaging offers a large range of barrier properties but is generally more permeable than glass or metal. (Ref: document# FSSC manual EPL/QA/MN/02)

Biological protection provides a barrier to microorganisms (pathogens and spoiling agents), insects, rodents, and other animals, thereby preventing disease and spoilage. In addition, biological barriers maintain conditions to control aging. Such barriers function via a multiplicity of mechanisms, including preventing access to the product, preventing odor transmission, and maintaining the internal environment of the package. (Ref: document# EPL/QA/SOP/22 integrated pest management (IPM) plan, FSSC manual EPL/QA/MN/02)

Physical protection shields food from mechanical damage and includes cushioning against the shock and vibration encountered during distribution. Appropriate physical packaging also protects consumers from various hazards. For example, carbonated bottles have reduced the danger from broken glass containers. (Ref: document# FSSC manual EPL/QA/MN/02)

## **5.3 Containment and food waste reduction**

Any assessment of food packaging's impact on the environment, must consider the positive benefits of reduced food waste throughout the supply chain. Inadequate preservation/protection, storage, and transportation have been cited as causes of food waste. Packaging reduces total waste by maintaining the shelf-life of foods, thereby prolonging their usability. Packaging contributes to the reduction of total solid waste.

## **5.4 Materials Used in Food Packaging**

Package design and construction play a significant role in determining the shelf life of a food product (Ref: Pepsi & Coke standards). The right selection of packaging materials and technologies maintains product quality and freshness during distribution and storage. Materials that have traditionally been used in food packaging include glass, metals, paper and paperboards, and plastics. Moreover, a wider variety of plastics have been introduced in both rigid and flexible forms.

Today's food packages often combine several materials to exploit each material's functional or aesthetic properties.

## **5.5 Polyesters**

Polyethylene terephthalate (PET), polycarbonate, and polyethylene naphthalate (PEN) are polyesters, which are condensation polymers formed from ester monomers that result from the reaction between carboxylic acid and alcohol. The most commonly used polyester in food packaging is PET.

## **5.6 Polyethylene terephthalate (PET)**

Formed when terephthalic acid reacts with ethylene glycol, PET provides a good barrier to gases (oxygen and carbon dioxide) and moisture. It also has good resistance to heat, mineral oils, solvents, and acids. Consequently, PET is becoming the packaging material of choice for many food products, particularly beverages and mineral waters. The use of PET to make plastic bottles for carbonated drinks is increasing steadily. The main reasons for its popularity are its glass-like transparency, adequate gas barrier for retention of carbonation, light weight, and shatter resistance. The major packaging application of PET is carbonated soft drinks & Mineral water bottles. PET exists both as an amorphous (transparent) and a semi crystalline (opaque and white) thermoplastic material. Amorphous PET has better ductility but less stiffness and hardness than semi crystalline PET, which has good strength, ductility, stiffness, and hardness.

## **5.7 Product characteristics**

A thorough knowledge of product characteristics, including deterioration mechanisms, distribution needs, and potential interactions with the package, is essential for package design and development. These characteristics concern the physical, chemical, biochemical, and microbiological nature of the product. Materials that provide optimum protection of product quality and safety are most preferred. Similarly, distribution systems and conditions help determine the type of packaging material used.

## **5.8 Environmental characteristics**

As a comprehensive analysis of the material from production to disposal, life cycle analysis is important in determining the environmental impact of a package. The analysis incorporates a quantitative evaluation of environmental costs, considering issues such as material use, energy consumption, and waste generation.

## 5.9 Conclusion

The primary purpose of food packaging must continue to be maintaining the safety, wholesomeness, and quality of food. The impact of packaging waste on the environment can be minimized by prudently selecting materials, following EPA guidelines, and reviewing expectations of packaging in terms of environmental impact.

## 6.0 Environmental Management Planning

### 6.1 Identification of Legal and Other Requirements

EPL packaging materials meet all applicable regulatory requirements for its intended use. Packaging product produced and shipped in compliance with applicable local, state, federal and international regulations. It is EPL's policy to comply to the fullest extent not only with the letter but also with the spirit of the laws which govern and regulate the food industry.

All materials supplied to EPL of food grade components and in all respects, including conditions of manufacture, storage, and shipment, be in compliance with the FSSC 22000 requirements.

### 6.2 Establishment of Environmental Plans and Procedures

This document comprises the framework for environmental plans and procedures on the overall plan level for the production period. In addition to the statutory requirements and specific commitments, outlines of possible control measures and mitigation have been given here.

## 7.0 General Environmental Requirements and Procedures

### 7.1 Waste Management

All waste handling performed in a safe manner in order to minimize risks of spills to the environment and exposure of hazardous substances to personnel.

Product Wastes that may be reused are crushed (to maintain customer's design integrity) before sale as per laid down procedure. Hazardous waste transported and disposed according to the procedures described in the Environmental By-Law.

(Ref: documents# EPL/QA/SOP/14 Hazardous & General Waste Management and Monitoring, EPL/ST/WI/43 Physical Waste handling. EPL/QC-INJ/SOP/24Waste Chemical Disposal)

### 7.2 Dust Control

EPL take necessary measures to avoid undue dust during production process. This mainly be in the form of adopting GMP practices & comprehensive cleaning

programs in place, in all areas. In addition, vehicle emission inspections should be carried out in order to identify vehicles that need service and repair.

(Ref: document# GMPs WIs, EPL/SEC/SOP/06 House Keeping (Cleaning of Factory, EPL/QA/FM/21 Cleaning Monthly Schedule)

### **7.3 Handling of Fuels, Lube Oils and Chemicals**

Fuels, lube oils and chemicals safely transported and stored. Spill prevention measures and emergency plans established and described in the work Instructions. Drums and tanks properly labeled, and material safety data sheets (MSDS) available at site. (Ref: document# EPL/ST/SOP/10 Procedure for Compatibility Storage of Chemicals)

### **7.4 Sewage and Wastewater**

EPL established collection tank(s) for sanitary sewage at Company's Site. The collected sewage delivered to an approved facility.

### **7.5 Noise & lighting Control**

Noise & lighting Control measures established in order to meet the statutory limits in the Environmental By-Law. The applicable limit for noise will be 80 dBA at the site border. Areas that will or may exceed the standard, Possible noise reduction measures adopted, like compressor room and production site, Company provide air plug & air muffler to the employees, working nearby. Similarly standard Light Intensity maintained as per employees required working conditions.

Company documents noise & lighting monitoring on monthly basis.

(Ref: document# EPL/E & I/FM/27 Sound Test Log Sheet, EPL/E & I/FM/28 Light Intensity Log Sheet)

### **7.6 Housekeeping and Tidiness**

EPL employees keep their areas tidy and free of any debris from the onsite activities. Material and tool storages well organized in such a way that the production activities are not obstructed. EPL carry out necessary inspections to maintain their work areas tidy. Inspections are recorded, including any corrective actions initiated. (Ref: document# EPL/SEC/SOP/06 House Keeping)

### **7.7 Traffic Planning and Control**

EPL establish the main traffic patterns and rules for traffic to, from and within the Site in accordance with company directives. Company gives necessary input to in terms of authorize & unauthorized traffic area for their scope.

The traffic plans taken into account safety aspects, smooth traffic flow, the potential impacts on the employees and the environment and minimize these impacts as far as practicable.

(Ref: document# EPL/HR/FC/11 – 16 all departments Evacuation/ Traffic Plan)

Area Traffic/ Evacuation plan displayed at site.

### **7.8 Emergency Preparedness**

EPL emergency plans as required in Company's "FSSC 22000 Requirements" comprise potential environmental & other accidents. Company notified of environmental & other kind of risks associated with the work, so that coordinated emergency plans may be considered.

(Ref: document# EPL/QA/SOP/13 Emergency preparedness and Response)

### **7.9 Control and Monitoring**

EPL establish and document the necessary control and monitoring systems to ensure that the environmental requirements are implemented within the premises. Non-conformances reported to Company.

EPL verify & validate annually, the Waste Water & Air Monitoring through lab tests, which is EPA approved & accredited lab.

### **7.10 Information, Training**

EPL inform their personnel about the relevant rules and procedures and make them aware of environmental aspects related to their work. Personnel have the necessary competence and training to perform their tasks in accordance with the environmental requirements.

### **7.11 Communication with the Community and Other Stakeholders**

Since EPL production process do not pose any kind of environmental hazard that may affect the Community Area, which is confirmed by EPA approved lab test results. So no need to inform neighbouring industries and Other Stakeholders. (E.g. excessive noise, waste disposal, air pollution, obstructions to other activities).

(Ref: document# All Lab's test reports)