



# NIPPON GOHSEI

## Swine Flu Policy

### Crisis Management Committee:

K. Asano	Managing Director	UK
P. des Forges	Business, Administration & Compliance Director	UK
S. Brook	HSE Assurance Manager	UK
K. Ishida	President	Germany
G. Meyer	Board Director	Germany
R. Tompsett	Supervisor, Logistics	Germany

### Prevention plan for the protection of personnel in the event of a pandemic:

Outline of plan:

#### General preventative measures (Hygiene)

1. Regularly wash your hands with soap and water before eating and drinking; after coughing or sneezing; after using or touching tissues handkerchiefs (blowing your nose or even throwing away); before and after using the toilet; after using public facilities / amenities (e.g. public transport, supermarket).
2. Don't shake hands when greeting – keep your distance from other people.
3. Avoid touching your face, viruses can enter the body through bodily liquids, especially via the eyes, mouth and nose. Keep your hands away from these areas.
4. Cough and sneeze hygienically, avoid sneezing around other people. Cough and sneeze into the crook of your arm and NEVER in you hand. Use tissues only once and throw them away directly. If you feel unwell, avoid bodily contact with other people (e.g. kissing, hugging...)
5. Look out for first signs of flu. Typical signs of influenza AH1N1 are: sudden high fever (38°C or more) or shivers, feeling very ill – headache or aching limbs, runny or blocked nose, sore throat, coughing or breathing trouble. If you feel unwell, call a doctor and follow advice. Stay at home and inform the office by telephone.
6. Keep updated of the situation. Stay informed of the latest news and regulations regarding swine flu. Follow any additional national



# NIPPON GOHSEI

instructions or regulations. You can find further information on new flu type AH1N1 at [http://www.direct.gov.uk/en/Swineflu/DG\\_177831](http://www.direct.gov.uk/en/Swineflu/DG_177831) and <http://www.rki.de/>

## **Implementation of a business continuity plan - Business continuity plan**

### A method of organisation to preserve activity:

All sales, marketing and technical staff are able to work from home via VPN network in the event of quarantine. Administration staff are all able to work from home via VPN network in the event of quarantine.

- (i) All orders can be received via e-mail as usual.
- (ii) All orders can be received via fax machine as usual as faxed orders will transfer to e-mail.
- (iii) All telephone numbers can be contacted as usual as lines will be forwarded to a relevant number.
- (iv) In addition the following phone number can be contacted 24hrs a day in the event of emergency:

+ 441482333320    Production site manned 24 hrs per day.

### A method of organisation to preserve supplies:

Our supplies of major raw material are piped directly to site from major chemical companies.

We have contingency plans if their plants fail as part of our business continuity plan.

The other chemicals are secured by the holding of high stock levels in case of supply problems.

The management have contingency plans to ensure all departments are functioning even if a large number of people are affected by a pandemic.

These contingency plans include the use of deputies, re organising shift patterns and working remotely from home.

### A method of organisation to preserve deliveries of finished goods:



# NIPPON GOHSEI

As well as having contingency plans to keep the site running during time of pandemic we have increased our stockholding of finished product to ensure supply to customers.

For transportation of the finished goods our hauliers have a training regime which is designed to cover epidemics and pandemics.

Within their contingency plan all key roles are effectively supported by deputies, and operational staff are largely interchangeable.

The process flowcharts for each service exist as back-up in the event that personnel are required to work temporarily in an unfamiliar department.

Key staff are all able to work from home via VPN in the event of quarantine.