



## EMERGENCY COMMUNICATION POLICY

### Introduction

In the event of a companywide disaster, UCC Incident Response Procedure will be implemented and the Emergency Operation Centre (EOC) activated. Upon notification, UCC will implement their Incident Response Procedure and activate their Incident Response Team as appropriate. The Chief Executive officer or alternate will assume control of Incident Response Team be responsible for directing dissemination of information to UCC employees, customers and other interested parties, as well as the public at large. The PR will be responsible for communicating with the media.

### Scope

This policy applies to emergency situations as declared by UCC Management.

### Purpose

Emergency Communication Policy has been established for communication during an emergency, to employees and other interested parties of UCC, as well as the general public.

### Emergency Communication Policy

UCC is committed to the management of risk as an integral part of its operations, implementing strategies to minimise threats to the achievement of organisational goals and objectives.

It is the policy of UCC to:

- The emergency communication efforts will be directed by the CEO. In his absence, the Operations Director will assume this responsibility.
- The CEO will appoint a Communications Coordinator and an alternate in writing to direct and maintain the emergency contact efforts.
- Each employee of UCC will provide and update their personal emergency contact information. (Emergency contact information shall be kept Confidential (For Official Use Only), stored in a secure area, and used ONLY for emergency contact situations.
- A master emergency contact list will be established and maintained by HR department. This emergency contact list will be sorted by functional groups and specific personnel will serve as group call down communication leaders. These leaders will be assigned to conduct and coordinate contact efforts for their specific department.
- All media inquiries shall be directed to the PR. The PR is the only one authorized to communicate with the media. He shall provide information to the media in consultation with CEO.
- No employee of UCC shall speak to media during an emergency.

### Policy review

This policy statement will be subject to annual review.

A blue ink signature of Salim Jarrar, written in a cursive style.

**Salim Jarrar**  
Chief Executive Officer

Revision 01

Date: 20<sup>th</sup> April 2016  
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