



Emergency Response Plan Policy

Intent

Forward House of London is committed to protecting the health and safety of employees and visitors. In pursuit of this, the company has established an emergency response plan. Each emergency will require a different response, which may include evacuating the workplace or temporarily closing the business. Appropriate responses will be determined by the severity of the event and its effect on the health and safety of employees, visitors, and property.

The policy outlines employee entitlements in the event of an evacuation or business closure. The organization will make all reasonable efforts to communicate with employees in a timely manner and will provide employees their entitlements in line with applicable legislation.

Guidelines

Forward House has developed an emergency response plan outlining the procedures to follow in case of various emergency situations. All employees will be informed of the organization's emergency response plan and are expected to follow all procedures outlined in it. A copy of the plan can be found at the Forward House main office- (Director of Operations office) for reference. If an update to this plan is made, employees will be informed as soon as reasonably possible and an updated copy of the plan will be made available.

Employees should inform the organization of any changes to their contact information as soon as possible. This information will be used if employees need to be contacted during an emergency.

Evacuations

If employees must evacuate the premises due to an emergency, Forward House will ensure that the workplace is safe to re-enter before allowing employees to do so. If the organization cannot resume operations that day, employees will be sent home and will be paid for their regular hours of work. Employees are expected to show up for their next scheduled shift unless they are contacted by Forward House and informed otherwise.

Business Closures

If the organization cannot re-open due to reasons associated with an emergency, Forward House will notify all employees as soon as reasonably possible. The company will remain in contact with employees to update them on the situation and will provide notice of the date of re-opening.

The organization may implement alternate work arrangements, such as working from home where possible, to enable business operations to continue during the closure. Any such arrangements will be communicated to eligible employees.

If the organization must remain closed for an extended period, Forward House may place employees on temporary layoffs. These layoffs will be carried out in accordance with applicable legislation and the Collective Agreement. Employees will be provided with the required notice.

Wages and benefits during business closures

Employees will not be paid during a temporary business closure and will have the option to use paid sick, vacation, or overtime hours during this time. Forward House will continue benefit payments during a business closure.

Payroll processes may be delayed, depending on the emergency. The organization will take all reasonable measure to ensure employees' regular pay day is maintained.