



OQEMA LTD, WINSTONS HOUSE, CARTERTON, OXFORD OX18 3EZ



Business Continuity Plan for Manufactured/Diluted/distributed Products

AIMS

OQEMA Ltd will demonstrate a strong sense of responsibility for people and the environment.

OQEMA Ltd will endeavor to be in the forefront of industrial safety and environmental care.

However in an event of an incident at our site OQEMA Ltd will ensure supply of hydrazine hydrate in the various concentrations to ALL customers by implementation of the following plan.

POLICY

OQEMA Ltd recognises that its operations by their nature have the potential to cause major accidents and is committed to managing them so as to prevent major accidents and to provide a high level of protection to its employees, contractors, visitors, neighbours and the environment.

OQEMA Ltd believes that all major accidents are preventable. It is committed to carrying out reviews of its operations for major hazard potential and to seek improvements to achieve this objective.

OQEMA Ltd also believes that high standards of safety and environmental performance are an integral part of achieving good business performance and that the responsibility for achieving these standards lies with the line management at all levels.

However in the event of an incident or a plant malfunction, OQEMA Ltd will allocate the applicable resources and ensure continue supply of hydrazine hydrate detailed in the plan below:

RESOURCES

OQEMA LIMITED

OXFORD OFFICE: WINSTONS HOUSE, CARTERTON, OXFORD OX18 3EZ, UK

LONDON OFFICE: NEPTUNE HOUSE, 2A ALEXANDRA GROVE, NORTH FINCHLEY, N12 8NU, UK

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REGISTERED OFFICE: WINSTONS HOUSE, CARTERTON, OXFORD, OX18 3EZ

COMPANY NO. 01229506 (Registered in England & Wales)

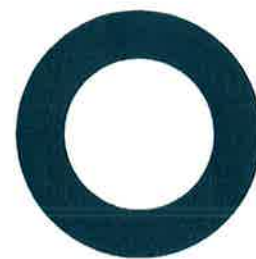
VAT REGISTERED NO: GB 153 2032 13

OQEMA IRELAND LIMITED

DUBLIN OFFICE: Office No. 115, Nesta Building, 4-5 Burton Hall Road, Sandyford, Dublin 18, D18 A094

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OQEMA Ltd will provide adequate human and material resources necessary to achieve the objectives of this plan.

- In an event of a major accident or a plant malfunction, OQEMA will initiate the onsite and if necessary the offsite emergency plan, please see policy 1.1 MAPP and emergency plan.
- If the plant out of service for a period of time greater than 2 weeks, OQEMA will implement the business continuity plan.
- The business continuity plan will only be implemented / stopped by agreement of the board of directors.
- Business Continuity plan will be managed by the Regulatory Affairs department and Warehouse managers.

HYDRAZINE:

- OQEMA holds a large stock of all dilutions and stores a maximum of 75 MT of hydrazine hydrate 80%. In event of a plant malfunction which has not lead to a major accident/incident. OQEMA can still supply concentrated and dilute material by utilizing the mobile batch controller for repacking with the applicable high level PPE/RPE (Chemicals suits, air supplied breathing apparatus etc).
- If the plant malfunction is sustained or the entire site is out of operation then we can utilise our road tanker which as the ability to acts as a mixing vessel for dilutions of 28 MT per batch. The tanker has been specifically designed for this purpose. It has a internal pump, spray bar, level indicator, level switch, IBC inlet line, IBC discharge system to allow it to acts as a mixing vessel. The Tanker is stored at bunded Top Tier CoMAH site which is not located near our facility. The storage place for the Tanker has the relevant permissions to allow hydrazine dilution.
- OQEMA has a close relationship with our suppliers who are based in mainland Europe. We can get supply of concentrated material within a week, which could be transferred into our tanker for making dilutions or decanting concentrated material.

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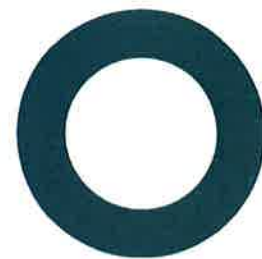
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- If the demand for the hydrazine is too great for the capacity of the tanker we can purchase the dilute material in the relevant concentrations from suppliers.

NITRATION PRODUCTS

- In the event of a plant malfunction or the site is out of operation, we hold a security stock pile for our UK customers which equates to approximately one year's supply of material which is split between storage at our Carterton site and at our Cricklade site. Additionally to this, three months of stock is held on the customer's site.
- In the event of a plant malfunction or the site is out of operation we hold a 50MT security stockpile of nitration product for our French customer with a minimum of one delivery in drums and one delivery in flobins.
- We hold a sufficient quantity of the raw material Hydroxylamine Free Base, used in the manufacture of Hydroxylamine Nitrate, and should there be an incident at the suppliers manufacturing facility their plant can be operational within one month.

DISTRIBUTION PRODUCTS

- If there was disruption in or supply chain, for example warehouse fire, issues shipping goods from Asia. We can source materials from within the group if available. Oqema has several legal entities across the globe which can utilised and close relationships with suppliers.
- We typically hold stock of key products as a chemical distributor and can service our customer needs in most cases, in the event of supply chain disruption.
- The logistic companies that we have contracts with have business continuity plans, which details Oqema has a key customer.

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CORONAVIRUS

- In response to the global pandemic of Coronavirus (COVID-19) OQEMA will be spraying all goods with a disinfectant before departure from their warehouses.
- If the Government declares an increase to level 2 of the UK's 4 stage response plan we would minimize the number of employees in the office/warehouse to prevent the spread of the virus if deemed sensible. For example production/chemist staff only.
- Sanitary regime as per UK government guidance has been implemented. <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19>
We have implemented a routine cleaning of all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- Social distancing: All warehouse personnel to wear gloves when handling paperwork and are not to come within 2 metres of hauliers.
- When corona virus is more prevalent, OQEMA has implemented a testing regime using Lateral flow antigen tests for workers that attend the office to prevent the spread of the virus. If the employee as a positive result then they will follow government guidelines at that time. Any employee that has been in contact with someone who is positive for COVID-19 or have symptoms they will test and follow government guidelines.
- PRODUCTION TEAM ONLY: Any of the production team testing positive for COVID-19 must not attend work until they test negative for two consecutive days. They may also be required to test using a Lateral flow antigen test on the day they return.
- OQEMA will provide digital paperwork wherever possible when there is no legal requirement for physical paperwork. E.g. Certificates of analysis.
- COVID-19 Risk Profile for Imported Products and Packages -Currently, there is no evidence to support the transmission of COVID-19 on imported

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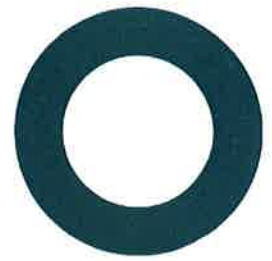
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goods and there have not been any cases of COVID-19 associated with imported goods. Because of poor survivability of the coronavirus on surfaces, there is likely very low risk of spread from products or packaging that are shipped over a period of days or weeks at ambient temperatures.

REVIEW

A formal review every four years of the plan and the effectiveness and suitability of the SMS shall be carried out by the Managing Director, the Plant Manager, Warehouse Manager and the Regulatory Affairs Manager based upon a systematic assessment coordinated by the Regulatory Affairs Manager.

The plan will be reviewed and reissued every 4 years or at any other time if significant policy changes are made.

For and on behalf of
OQEMA LTD



ROBERT MOSS
MANAGING DIRECTOR
POL1.10.0 REV 6
18.09.24

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