

Date: May 20, 2024

## TO WHOM IT MAY CONCERN

We, Vivan Enterprises, located at C502, Capital Towers, Wakad, Pune, hereby declare that all contract employees engaged by our company are fully aware of the Emergency Response Procedures.

### **Declaration of Emergency Response Procedure Awareness**

As a company committed to maintaining the highest standards of health and safety, Vivan Enterprises ensures that all contract employees are adequately informed and trained on our Emergency Response Procedures. This declaration is made to confirm that, even though we do not have specific supporting documents, the following practices are rigorously followed to ensure awareness and readiness:

#### Induction Training:

All contract employees undergo a comprehensive induction program that includes detailed information about our Emergency Response Procedures.

The induction training covers potential emergency scenarios, emergency contacts, evacuation routes, assembly points, and use of emergency equipment.

#### Clear Communication:

Emergency Response Procedures are clearly communicated to all contract employees through verbal instructions, written guidelines and visual aids posted at strategic locations.

Contract employees are provided with emergency contact numbers and are trained on how to report emergencies.

**Supervision and Monitoring:**

Supervisors are responsible for ensuring that contract employees understand and comply with the Emergency Response Procedures.

Continuous monitoring and refresher sessions are conducted to reinforce the importance of these procedures.

**Access to Information:**

All contract employees have access to the company's Emergency Response Plan and related safety information.

**Feedback Mechanism:**

Contract employees are encouraged to provide feedback on the Emergency Response Procedures, and any concerns or suggestions are addressed promptly.

This feedback helps us to improve and adapt our procedures to ensure maximum effectiveness.

We trust that this declaration will assure you of our diligent efforts to ensure that all contract employees are aware of and can effectively respond to emergency situations.

For any further information or clarification, please do not hesitate to contact us at:

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Sincerely,

Supriya Nalgirkar

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