



Business Continuity Policy Statement

A Business Continuity Management system shall be implemented by the organisation to identify and evaluate business continuity risks arising from potential events and the level of their impacts on the business. The management system shall provide effective planning in order to implement loss prevention, business impact resilience and damage mitigation; based on assessed risk. Business Continuity Plans shall be developed to provide a structured set of recovery objectives and supporting information for use by the Senior Management Team in the event of incidents with a Major Impact on the business.

The Board of Directors shall be overall responsible for the effectiveness of planning and the Technical Services Director responsible to the Board for ensuring that the Plan continues to meet the changing and developing needs of the business going forward. The management system shall meet the requirements of ISO22301:2012 and certification to this standard maintained.

A nominated & trained BCP Team shall be responsible for the development of BCP planning in support of the Board representative; ensuring that effective planning meets all relevant requirements of contractual and statutory requirements.

The Risk & Compliance Manager shall support the Technical Services Director, ensuring continuing co-ordination and integrity of the BCP team and implementation of planning. The Risk & Compliance Manager shall be responsible for the input of Continuity Management performance to senior management for review.

The Senior Management Team shall ensure ongoing review of Continuity Management performance, provision of adequate resource, commitment to continued improvement of the system and input to the Board.

The level of planning and resource implemented shall be based on assessed risk of events occurring and their subsequent potential impact on critical processes or assets. Planning detail and investment in resources shall be proportionate to assessed risk indicators.

Business Continuity Planning shall be implemented in order to assure all stakeholders of the organisations intentions and ability to manage significant impacts on business activities.

For and on behalf of the Directors,

A handwritten signature in blue ink, appearing to read "Simon Harbridge".

Simon Harbridge – CEO
February 2018