

## **Business Continuity Plan**

### **1. Purpose**

The purpose of this Business Continuity Plan (BCP) is to ensure the Company can maintain essential operations during and after a disruption. This plan provides guidance on how to mitigate risks, respond to incidents, and recover critical business functions.

### **2. Scope**

This plan applies to all critical business functions, IT systems, employees, and services essential to the Company's continued operations.

### **3. Business Impact Analysis**

A Business Impact Analysis (BIA) identifies critical functions, dependencies, and the impact of disruptions. The following categories are assessed:

- Critical Business Processes
- Key Dependencies (IT Systems, Vendors, Facilities, Personnel)
- Acceptable Downtime and Recovery Time Objectives (RTO)
- Financial and Reputational Impact

### **4. Risk Assessment**

The Company conducts a risk assessment to identify potential threats that could impact business continuity. Key risk categories include:

- Natural Disasters (e.g., earthquakes, floods, fires)
- Cybersecurity Incidents (e.g., ransomware, data breaches)
- Infrastructure Failures (e.g., power outages, internet downtime)
- Supply Chain Disruptions
- Workforce Unavailability

### **5. Response and Recovery Strategies**

To ensure rapid recovery and minimal disruption, the following strategies are in place:

- **Redundancy & Backup:** Critical systems have redundant infrastructure and data backups.
- **Remote Work Enablement:** Employees have secure access to systems for remote work continuity.
- **Alternative Vendors & Suppliers:** Key suppliers have contingency arrangements.
- **Emergency Communication Plan:** Clear protocols for internal and external communication during disruptions.

### **6. Incident Response Coordination**

The Business Continuity Team collaborates with the Incident Response Team to ensure coordinated handling of business disruptions. The process includes:

- Initial Assessment and Escalation
- Activation of Continuity Procedures
- Coordination with IT, Facilities, and Security Teams
- Post-Incident Review and Adjustments

## 7. Roles and Responsibilities

- **Business Continuity Manager:** Oversees the BCP program, updates policies, and coordinates exercises.
- **Incident Response Team:** Manages security incidents affecting business operations.
- **IT & Infrastructure Team:** Ensures system resilience, disaster recovery, and failover readiness.
- **Department Heads:** Ensure compliance with continuity measures within their respective teams.
- **Employees:** Follow communication protocols and participate in training and drills.

## 8. Testing and Training

Regular testing ensures that the BCP remains effective. The Company conducts:

- Annual tabletop exercises
- Disaster recovery drills for IT systems
- Crisis communication simulations
- Employee awareness training

## 9. Plan Review and Maintenance

This plan must be reviewed annually and updated based on lessons learned, business changes, and regulatory updates.