

## **BUSINESS CONTINUITY** **POLICY STATEMENT**

As CEO, I recognise that Business Continuity Management helps manage the risks to the smooth running of an organisation or delivery of a service.

By ensuring that the business and the services it delivers can continue in the event of a disruption. The source of the disruption may be internal such as loss of key staff or a technological systems failure, or it might be an external influence such as weather-related or utility-related incident or even the business failure of one of our key suppliers.

Compliance to the Policy will ensure:

The clear and immediate identification, of the company's lead representative during and emergency.

The availability of a response, which is pre-planned, prepared and effective, with competent staff designed for on and off-site.

The implementation and management of accident/incident investigations.

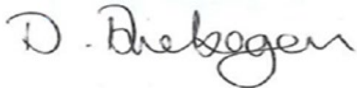
Liaison with the emergency services and other responding organisations, to ensure a comprehensive, structured and effective response.

The initiation, command and control, investigation, recovery, repair, public awareness and conclusion.

We are prepared by having alternative arrangements in place.

Whilst I believe all our work is essential to our company's objectives, if a disruption does affect the company then we will need to be able to prioritise the order in which we recover our services and use our resources in order to continue to deliver our services to our clients.

This policy will be reviewed at least annually for its effectiveness and compliance will be monitored through regular inspections and audits.

A handwritten signature in black ink that reads 'D. Heisgen'.

**Signed**  
**CEO**

**Date: 16<sup>th</sup> January 2023**