

# Business Continuity Management System Policy



## BUSINESS CONTINUITY MANAGEMENT SYSTEM

As a fast growing company in providing security services inclusive of manned guarding, key holding and alarm response we have an obligation to our customers, employees, legislative and regulatory requirements as well as business values to ensure that our services continue to operate as smoothly as possible in the event of incident, whether that be major or minor. We have determined a range of business continuity plans and procedures that are to be followed in unfavourable circumstances.

- This policy's goal is to protect our operational activities against any potential situation that could result in the invocation of our business continuity procedures.
- Top management have approved the business continuity policy & shall strive to continually improve the Business Continuity Management System (BCMS).
- The Business Continuity policy and associated objectives ensures that:
  - ☐ **Incident Management, Business Continuity and Disaster Recovery** processes are determined, documented and communicated;
  - ☐ **Operational activities no or as little as possible interruption** during and after the invocation of the plans.
  - ☐ **Legislative and regulatory** requirements will be met inclusive of customer specific requirements;
  - ☐ **Business Continuity training** will be available to all employees;
- Procedures exist to detect, report and manage a business continuity incident using effective risk management.
- Business requirements for availability of information systems will be met.
- The Director is responsible for maintaining the policy and providing support and advice during its implementation.
- All managers are directly responsible for implementing the policy and ensuring

Approved by

**Kazim Ali Shah (Director)**

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This policy shall be reviewed annually as a minimum and available to external parties upon request