



E&B Group Business Continuity Policy Statement

E&B Group is committed to ensuring that Business Continuity Management systems are in place to ensure that services are maintained in the event of a crisis.

Business Continuity Management is an ongoing process of risk assessment and management with the purpose of ensuring that the Group can continue if the risk materialises. These risks can be from the external environment over which we have no control such as a power failure, or from within the organisation such as accidental or malicious damage to systems.

However, Business Continuity Management is not just concerned with the denial of a service or access to a facility that would affect the continuity of service, but also relates to staff shortages from Pandemic flu or strike and also addresses the loss of data or PC hardware; Disaster Recovery Planning.

Business Continuity Management is about understanding our business and establishing what is a critical service. The Group has both internal and external dependencies that support critical services, which could be suppliers, clients, business processes, partners, etc. These need to be identified, and should be linked into any Business Continuity Management work implemented by the Group.

The Group Business Continuity Management will be implemented through a strategy with the following aims and objectives: -

- To undertake, maintain and update year on year Business Impact Analysis (BIA) to identify the critical business processes;
- To develop a robust Business Continuity Management document framework of plans, procedures and profiles which ensure that all service areas are covered;
- To ensure that all employees within the Group have an understanding of BCM and how it relates to their critical service;
- Identification of critical IT systems and ensure that a Disaster Recovery Plan is in place so critical services can continue;
- To ensure that Business Continuity Management and Disaster Recovery Planning testing is undertaken to establish that key systems can be recovered;
- Compliance with the Civil Contingencies Act;
- To ensure that Business Continuity management and Disaster Recovery Planning is undertaken by any 3rd Party (including contractors) appointed by the Group and critical to our delivery of services to clients.
- To displace non-critical staff from a non-impacted site, with critical staff from an impacted site (Mutual Displacement).

E&B Group Limited



The benefits of having a robust Business Continuity Management process are: -

- Increased resilience to key threats;
- Greater awareness of risk exposures;
- Ability to respond rapidly to minimise costly interruptions;
- A workable, accountable approach that can be reviewed;
- A process that forms part of Corporate Governance;
- It will enhance the Group's Risk Management and Insurance profile.

This policy statement and BCM strategy will be reviewed on an annual basis to ensure continued relevance and to assess that its aims and objectives are being met.

Signed:

CLIVE P. MARCHANT
OPERATIONS DIRECTOR

Date: **30th April 2017.**