

Business Continuity Policy

WCS Group recognises that Business Continuity Management (“BCM”): -

- Is a holistic management process that seeks to identify all potential impacts that threaten the Group; and
- Provides a meaningful framework for building resilience and capability for an effective response that safeguards the interests of stakeholders, shareholders, reputation, brand and value-creating activities.

Directors will put in place management systems in line with sound business continuity management best practice which enable the business to return to normal after a disruption, major incident or crisis. This Policy applies across all offices and operations and is not limited to the recovery of IT infrastructure. It covers but is not limited to: -

- Head office and all regional Group offices
- Operations
- Supply chain
- Finance
- Human Resources
- Purchasing
- Information Technology (including home and remote working support capability)

WCS Group’s BCM planning is centred around the following planning: -

- Identify and seek to mitigate risks which may potentially jeopardise operations, key business processes, financial stability, reputation and legal standing;
- Risk analysis shall consider both internal and external factors;
- Minimise the effects of disruption – financial, strategic, political, customer, supply chain and reputation via effective coping strategies;
- Plan for wide resilience and ability to recover systems and operations and implement business as normal programmes;
- Ensure the safety and wellbeing of all employees;
- Communicate continually to all staff about operating issues they need to know;
- Test back-up and contingency plans and both corporate and employee ability to deliver business as normal under contingent plans;
- Schedule critical process reviews in line with the Group’s continuous improvement ethos and business continuity management best practice.

WCS Groups’ BCM procedures and relevant information has been shared with corporate advisors and the Group’s insurance broker, and is maintained on the Group’s intranet which can be accessed by appropriate employees 24/7.



Phil Greenwood
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