

1. Aim

Business Continuity is about having a plan to deal with difficult situations that can have an unintended outcome on our business processes. This plan will ensure that we continue to function with as little disruption as possible or that if we are forced to recover any process, we can do so quickly and efficiently with minimal disruption to our staff and customers. Disruption to the business can happen at any moment. Disruption can come from Cyber-attack, power failure, supply chain failure or the loss of a key employee for example.

2. Purpose

The purpose of this policy is to define the Executive level commitment to business continuity and outline a framework that defines our business continuity objectives whilst authorising staff to provide the supporting time and resources.

3. Scope

The scope of our business continuity policy is to all our internal processes, buildings and supporting infrastructure and all products and services provided to our customers.

4. Business Continuity objectives

It is the Policy of boxxe to ensure that as far as practicable:

- We protect our people, systems and infrastructure.
- We identify and mitigate our business risks to an acceptable level.
- We keep adverse effects from any disruption to a minimum.
- We respond to any failures by recovering our business critical activities in a priority order.
- We will obtain and maintain certification and provide continual improvement of our Business Continuity Management System and Plan to ISO22301.

5. Business Continuity responsibilities

5.1 The CEO has overall responsibility for Business Continuity.

5.2 The CISO has the delegated authority for ensuring all aspects of our Business Continuity Management System achieve our objectives.

5.3 The Governance Management Team are responsible for ensuring our certification and continued improvement to ISO22301.

5.4 The boxxe Incident Response Team are responsible for the management of all incidents.

5.5 Departmental Managers are responsible for ensuring all Business Continuity activities for their own position and their staff are understood.

5.6 All staff have a responsibility to understand our Business Continuity plans as published.

6. Authorisation, Review & Availability

This policy is approved and authorised for use by the CEO as part of our continual improvement program. It is updated whenever changes occur and is formally reviewed annually. It is available to employees via SharePoint and our customers, suppliers and all other interested parties on request.

Business Continuity Policy

Public



Authorised for use by Phil Doye, Chief Executive Officer.....Date
26/03/20