**Business continuity policy**

Our company is committed to protecting the welfare of staff and visitors on site and continuing to provide products and services to customers at acceptable levels, following a disruptive incident.

Our company strives to meet all legal and regulatory requirements so that our customers receive a unique and uninterrupted experience when engaging with us.

Our business continuity management system (BCMS) aims to:

* minimize the risk of disruptive incidents for critical activities
* establish appropriate business continuity objectives and solutions for priority activities following a disruptive incident
* integrate business continuity into our business processes

The business continuity management system is implemented according to the Deming PDCA model.

Our commitment:

* provide the necessary budget for the establishment and maintenance of the BCMS
* assign personal responsibility for the business continuity plan (BCP)
* confirm the authority of the business continuity manager
* ensure that the objectives of the BCMS align with our strategic direction
* supervise the achievement of BCMS objectives
* communicate the importance of business continuity to staff and the need to comply with BCMS requirements
* support the analysis of the impact analysis on the activity
* take into account other internal policies, processes and procedures:
  + risk management
  + develop emergency plans
  + assess occupational health and safety (OH&S) risks
  + saving information
* identify and address risks regarding priority activities
* participate in the selection of applicable solutions
* promote awareness and training of staff
* develop business continuity processes and procedures
* provide strategic support during a disruption
* validate the annual BCP exercises
* promote continual improvement of the BCMS

Director:

Date: