



Introduction

Shed Grounds Maintenance Ltd is committed to providing the best possible experience to its customers and the best possible relationships with employees and suppliers. To ensure the consistent availability and delivery of its services, Shed Grounds Maintenance Ltd has developed the following business continuity and disaster recovery (BC/DR) policy in support of a comprehensive program for BC, DR and overall business survivability.

The Company, like any other firm, is exposed to potential risks that could disrupt or destroy critical business functions and/or the production and delivery of Company goods and services. Our strategy for continuing business in the event of an incident is to ensure the safety and security of all employees and customers; and to continue critical business functions and delivery of services from predefined alternative sites.

Purpose and Scope

The purpose of the BC/DR policy is to ensure that all Company business activities can be kept at normal or near-normal performance following an incident that has the potential to disrupt or destroy the Company.

The scope of this policy is the entire Company, its offices, service yards and employees.

Statement of Policy

Each department in the Company is responsible for preparing current and comprehensive business continuity plans (BCP) for its operations. Certain departments, such as Information Technology (IT), are also responsible for disaster recovery plans (DRP) to ensure that any damage or disruptions to critical assets can be quickly minimized and that these assets can be restored to normal or near-normal operation as quickly as possible.

When a plan is completed, approved and implemented, each plan will include procedures and support agreements which ensure on-time availability and delivery of required products and services. Each plan must be certified annually with the business continuity policy compliance process through the BC/DR Team.

Shed Grounds Maintenance Ltd acknowledges that it will use the British Standard, BS 25999, Part 2:2007 as the guidance and structure for its business continuity activities and the ISO/IEC 24762 standard for all comparable disaster recovery activities.

Shed Grounds Maintenance Ltd recognises the importance of an active and fully supported BC/DR program to ensure the safety, health and continued availability of employment of its employees and the delivery of quality services for customers. Shed Grounds Maintenance Ltd requires the commitment of each employee in



support of the activities required to protect Company assets, mission and survivability.

Policy Leadership

Peter Botham, Managing Director is designated as the company liaison responsible for the BC/DR program. Resolution of issues in the development of, or support of, all BC/DR plans and associated activities should first be coordinated with the BC/DR Team and appropriate internal or external organisations before submitting to the company liaison. The issue resolution process is defined in the following section.

Verification of Policy Compliance

BC/DR compliance verification is managed by the BC/DR Team with support from employees. Each plan must define appropriate procedures, staffing, tools and workplace planning activities necessary to meet compliance requirements.

BC/DR Compliance Verification is required annually and is facilitated by the BC/DR Team.

Penalties for Non-Compliance

In situations where a Company department does not comply with the BC/DR policy, a 'non-compliance' or will be raised and appropriate action taken to ensure a satisfactory resolution.

Peter Botham
Managing Director

Date: 4th January 2024
Date of next Review: 4th January 2025