BUSINESS CONTINUITY

**INTRODUCTION**

[Insert Company Name] understands that it requires the ability to operate from remote sites at a moment’s notice when there are short-term access problems, and, in a more robust way when there are longer-term issues such as a pandemic or if the office has been damaged or destroyed by fire or flood.

**SCOPE**

We have reviewed what the short- and longer-term issues may be that would significantly impact on our ability to undertake our normal business practices and the scope of this policy incorporates all elements that need to be in place to achieve this. This document is intended to apply to all our employees and workers.

**POLICY**

Short-term problems are defined as those with an expected life span of less than one week. Long-term problems are those with an expected life span of more than one week.

**SHORT TERM DISRUPTION**

During a short-term problem, procedures to be carried out are: [COMPANY TO INSERT PROPOSED SOLUTIONS FOR SHORT-TERM DISRUPTION]

* Servicing of new and existing contracts that are time sensitive
* Financial Operations to ensure viability of the business can be sustained over the immediate future
* IT Operations that are essential for servicing crucial internal resources and existing time sensitive contracts
* Management Operations

**LONGER TERM DISRUPTION**

This includes the ability to achieve all of the above but also sets out how all staff or those working for or on behalf of the business are able to work from home or from alternative locations accessing the complete range of systems needed for their role. All technical systems must be cloud based/hosted or available over the internet or virtual private network at remote sites. Key staff will have a minimum system requirement and broadband connection to give access to the internet and our systems and information. All resources must be accessible at these alternative locations.

[COMPANY TO INSERT PROPOSED SOLUTIONS FOR LONGER-TERM DISRUPTION]

**CONTINUITY**

Continuity in respect of managing the provision of services and the logistics involved is detailed above for unexpected short- and long-term disruption.

Continuity in the provision of our business is also managed through the development of our people through succession planning. Training and talent identification, with continued investment in the resources and underpinning tools of our services. Risks will be regularly reviewed and mitigation provided where possible.

This policy will be regularly reviewed and updated to meet the needs of the business and our clients.