



Business Modelling Associates UK Ltd Business Continuity Policy

Statement of Intent

Business Modelling Associates UK Ltd is committed to developing, implementing and managing a resilient Business Continuity policy and associate procedures as a key mechanism to ensure business as usual can continue in as consistent, co-ordinated and cost-effective manner as possible, to enable us to continue providing the expected services to clients.

Business Modelling Associates UK Ltd also commits to:

- Identifying Business Modelling Associates UK Ltd's critical activities, and assess the risk posed by each in the event of an emergency situation crystallising;
- Protecting, maintaining and recovery of Business Modelling Associates UK Ltd's critical activities in as swift a manner as possible;
- Developing and maintaining suitable and sufficient business continuity and emergency planning procedures, to communicate activities required to help Business Modelling Associates UK Ltd' maintain a minimum acceptable level of services to clients;
- Encouraging awareness of Business Continuity Management (BCM) that feeds into the Business Modelling Associates UK Ltd's planning and management processes;
- Maintaining the confidence of clients, employees, associates, other interested third parties and visitors;
- Protecting and upholding the reputation of Business Modelling Associates UK Ltd and manage up to date and appropriate business continuity and emergency planning procedures.

The Chairman and Board of Business Modelling Associates UK Ltd endorses the development of a strong business continuity ethos, which Business Modelling Associates UK Ltd considers essential to promoting effective business continuity management, and the organisation is committed to implementing a programme of training, awareness and exercises to ensure this ethos is contained within the organisation's culture.

The development of Business Modelling Associates UK Ltd's business continuity procedures will incorporate the requirements of ISO 22301 (Societal Security – Business Continuity Management Systems – Requirements), and as an integral part of the organisation's Integrated Management System (IMS), will be maintained and reviewed in accordance with IMS document control procedures.

All employees expected to respond to an emergency situation in accordance with this policy and associated procedures.

Roles and Responsibilities

a). Chairman

The Chairman has overall accountability for Business Continuity Management within Business Modelling Associates UK Ltd, but delegates responsibility to the organisation's management team to ensure this policy is fully and effectively implemented.

b). Technical Director

The Technical Director, who also acts as Information Security Manager, has tactical and operational responsibility to implement the requirements of this policy and associated business continuity and emergency planning procedures. This shall include:



- The recognition of significant business continuity risks, and that significant developments, concerns or issues relating to these risks are identified;
- Ensuring access to specialist advice on business continuity matters is available, as required;
- The identification of appropriate business documentation policies, documentation and guidance;
- Providing adequate financial and other resources are available, in the event of business continuity arrangements being invoked.

c). Software & Database Developer

The Software & Database Developer is responsible for the development and implementation of business continuity and emergency planning documentation as contained within Business Modelling Associates UK Ltd's IMS. To this end the Software & Database Developer shall ensure:

- Business continuity policies, procedures and guidance is developed, implemented and maintained;
- Information security processes are adhered to at all times, including during business continuity events;
- Business continuity and emergency planning policies and procedures are reviewed, and audited in accordance with the IMS internal auditing schedule;
- All employees, associates and other interested third parties are aware of Business Modelling Associates UK Ltd's business continuity and emergency planning policies and procedures, and their responsibilities in the event of a business continuity event crystallising;
- Training, tests and exercises are facilitated and accommodated;
- Recommendations and other feedback are provided to management as required;
- Represent Business Modelling Associates UK Ltd on client business continuity decision making bodies, as required.

d). All Employees, Associates and Other Third Party Interested Parties

All Business Modelling Associates UK Ltd employees, and associates & other interested third parties working on behalf of the organisation shall:

- Comply with Business Modelling Associates UK Ltd's business continuity policies, procedures and guidance;
- Cooperate with all drills, exercises and other testing activities relating to Business Modelling Associates UK Ltd's or client's business continuity arrangements, as required;
- Raise any comments, concerns or suggestions for improvement of Business Modelling Associates UK Ltd's business continuity arrangements.

Richard Martin

Richard Martin
Technical Director
10th May 2021

Next Review Due: May 2022