

Business Continuity Policy

Business Continuity Management (BCM) is concerned with improving the resilience of L2 as an organisation. This means developing its ability to detect, prevent, minimise and where necessary deal with the impact of disruptive events. In the aftermath of an incident it will enable the critical activities of L2 to continue; in the long term it will help L2 to recover and return to “business as usual” as soon as possible. L2 aims to develop, implement and resource a Business Continuity Management System (BCMS) that will enable it to respond to and manage any disruption that occur.

The L2 BCMS is based on the following standards:

- *ISO 22301:2012 - Business Continuity Management Systems –Requirements; and*
- *ISO / PAS 22399: 2007 - Guideline for Incident Preparedness and Operational Continuity Management.*

The BCMS has the following key objectives:

- *To raise the profile of the BCMS within L2. This will include ensuring that staff are aware of the plans, their roles in them and receive appropriate training;*
- *To embed business continuity into the culture of L2 so it becomes an integral part of any decision making;*
- *To ensure that critical activities across L2 are identified and that suitable business continuity arrangements are in place or developed for them;*
- *To establish defined structures to plan for and respond to incidents;*
- *To ensure the BCMS arrangements are ongoing and subject to regular reviews, audit(s) and exercise(s);*
- *To make the BCMS available to Interested Parties, as appropriate; and*
- *To develop and review the BCMS for continuous improvement, in accordance with best practice.*

This Business Continuity Policy will be reviewed on an on-going basis by the Board of Directors to ensure that it remains appropriate to our activities and that it is being complied with.

This Business Continuity Policy is core to the company’s activities and shall be communicated to all personnel, suppliers and stakeholders.

A handwritten signature in black ink, appearing to read 'Mark Lyons', is positioned above the printed name.

MARK LYONS
MANAGING DIRECTOR

Rev: A; July 2014