



## **BUSINESS CONTINUITY *MANAGEMENT SYSTEM Policy OF*** **SSG – SUPPORT *SERVICES GROUP LIMITED***

### **BUSINESS CONTINUITY MANAGEMENT SYSTEM**

As industry leaders in providing security services inclusive of manned guarding, key holding and alarm response we have an obligation to our customers, employees, legislative and regulatory requirements as well as business values to ensure that our services continue to operate as smoothly as possible in the event of incident, whether that be major or minor. We have determined a range of business continuity plans and procedures that are to be followed in such an event, these have been written in line with the requirements of ISO 22301:2012 Societal Security – Business Continuity Management System – Requirements.

- This policy's goal is to protect our operational activities against any potential situation that could result in the invocation of our business continuity procedures.
- Top management have approved the business continuity policy & shall strive to continually improve the Business Continuity Management System (BCMS).
- The Business Continuity policy and associated objectives ensures that:
  - **Incident Management, Business Continuity and Disaster Recovery** processes are determined, documented, and communicated.
  - **Operational activities no or as little as possible interruption** during and after the invocation of the plans.
  - **Legislative and regulatory** requirements will be met inclusive of customer specific requirements.
  - **Business Continuity training** will be available to all employees.
- Procedures exist to detect, report, and manage a business continuity incident using effective risk management.
- Business requirements for availability of information systems will be met.
- The Managing Director is responsible for maintaining the policy and providing support and advice during its implementation.
- All managers are directly responsible for implementing the policy and ensuring.

Approved By

A handwritten signature in black ink, appearing to read 'Ahmad Rafique'.

Ahmad Rafique (C.E.O.)

1<sup>st</sup> September 2020