

Assurity Consulting Limited has an obligation to its customers, staff, shareholders and suppliers to maintain an effective business continuity plan in case of an event that could have the potential to disrupt business.

The plan is stored in various locations including secure USB memory sticks be key designated personnel to provide ease if the plan needs to be accessed.

The plan includes

- All forms that the company uses
- Customer contact details
- Supplier details
- Roles and responsibilities
- Business continuity team contact details
- Employee details
- Department instructions on what to do if there is potential disruption

The plan includes loss of premises, services and suppliers due to incidents such as fire, flood, weather disruption, power loss, communication loss etc.

To ensure that the plan can be put in place as quickly as possible, every member of staff has an emergency card with contact details on it should they be the first on the scene when a business continuity challenge is encountered.

The plan is reviewed every 2 years, and after any incident that requires the plan to be put into practice.

The plan is also tested on practice scenarios at least once per year to ensure that it is effective.

Signed: .....  
Paul J Foxcroft, Managing Director

Date: 14<sup>th</sup> February 2018