



# Business Continuity Management (BCM) Policy

Green Lighting Ltd.

GL (Green Lighting Ltd.) is committed to a framework of Business Continuity Management (BCM) dedicated to preventing any overwhelming disruptions to its business practices, allowing for business to continue as soon as possible.

Business operations can be disrupted by any number of factors from minor equipment malfunctions to natural disasters. The goal of our BCM system is to minimise adverse effects, getting the company running again and in doing so protect our business operations and reputation.

As it effects all stakeholders, both internal and external, the BCM system has been utilised across the whole company, with the responsibility being that of the Business Continuity Steering Group. Each department has been tasked with establishing what business functions to prioritise and creating plans for to mitigate the risks of issues. Procedures are then written up and submitted for approval by the Business Continuity Manager, where it will be added into the Business Continuity Plan (BCP).

## **BCM Structure (Continual Improvement)**

- Identify and prioritise essential business functions
- Identify potential threats which may cause a break in business operations via risk assessment
- Mitigation of threats by use of appropriate measures proportional to risk
- Design and define an effective recovery plan
- Business Continuity Manager sign off and added to official procedures in BCP
- Ensure implementation of plan is capable to recover business operations by way of twice annual exercises to ensure plan is effective
- Make changes to the plan based on shortcomings found through simulations

## **Business Continuity Plan**

For the Business Continuity Manager to sign off the completed work and add it to the Business Continuity Plan, the procedure must include:

- All essential functions performed by the responsible department and the full step by step instructions to restore
- Responsible people and succession plan, including training for cover workers and potential promotions that will take on responsibility (either temporarily or permanently)
- Lists of required equipment and alternatives, if for any reason the equipment is unavailable

The BCP must be compliant with all other GL's (Green Lighting Ltd.) policies.



## Roles and Responsibilities

### BUSINESS CONTINUITY MANAGER

The Business Continuity Manager has ultimate responsibility for the BCM procedures held within the BCP, ensuring that all documentation is up to date, available to all staff and easily understood. Their role is to raise the profile and understanding of the BCM, supporting departments and the Business Continuity Steering Group in establishing where the priorities for the business lie, as well as the business impact analysis to make certain that the strategies are in place.

### BUSINESS CONTINUITY STEERING GROUP (BCSG)

The Business Continuity Steering Group (made up of the Senior Leadership Team), is responsible for ensuring that individual departments have created assessed their BCM needs and that a consistent approach is used across the whole company.

As department heads, it is also the responsibility of the BCSG to, where possible, put procedures in place to reduce risk of a system failure.

Signed: .......... (Anthony Ottway, Managing Director)

Date: .....02/08/23..... Review Date: .....01/08/24.....

