Business Continuity Policy

1. Introduction

Simoda is committed to protecting the welfare of staff, contractors and visitors onsite and to the continued delivery of products and services to customers at acceptable levels, following a disruptive incident. Simoda strive to meet all legal and regulatory requirements and continually improve business continuity so that our customers have an exceptional, uninterrupted, experience when engaging with our business.

2. Aims and scope

High level business continuity programme aims:

1. Minimize the risk of disruptive incidents to time critical activities, required to deliver products and services, through collaboration with relevant disciplines.
2. Establish appropriate business continuity targets and solutions for prioritized activities needed to continue the delivery of products and services following a disruptive incident.
3. Embed business continuity across Simoda so that it becomes business-as-usual and continuously improve the programme.

3. Business Continuity Management System

The business continuity programme will be delivered using the Plan, Do, Check, Act model from ISO 22301. Responsibilities include:

Board

- Allocate executive responsibility for business continuity.
- Approve the business continuity policy and ensure the objectives of the programme align with the strategic direction of Simoda.
- Communicate the importance of business continuity to staff and the need to conform to the requirements of the Business Continuity Management System (BCMS).
- Provide direction and strategic support during crises when necessary.
- Participate in business continuity exercises and promote continual improvement.

Executive Director

- Appoint one or more persons to be responsible for the BCMS with appropriate authority and competency to establish, implement, maintain, and improve the BCMS.
- Oversee the development and monitor the implementation of the BCMS to ensure it achieves its intended outcomes.
- Ensure the resources and budget needed for the BCMS are made available.
- Conduct annual reviews of the performance of the business continuity programme.

Business Continuity Manager

- Develop the business continuity processes and procedures required to deliver the BCMS.
- Support and coordinate planning across departments. This includes:
  - Provision of business continuity templates.
  - Provision of training materials for completing the templates.
  - Collaboration with relevant disciplines to address risk.
  - Support and advice regarding appropriate business continuity solutions.
  - Guidance for validating business continuity plans.

o   Monitoring the progress of business continuity planning.
- Establish, maintain and improve a management plan and exercise the plan once annually.
- Establish performance metrics and provide regular updates to the Executive Director.

<u>Department Heads</u>

- Understand the most serious risks that could disrupt prioritized activities and provide direction on business continuity planning priorities.
- Ensure the department resources needed for the BCMS are available by assigning responsibility for business continuity planning within areas of responsibility.
- Integrate business continuity into department business processes.
- Approve business continuity plans within areas of responsibility.

<u>All staff</u>

- Report incidents to the relevant area.
- Understand relevant business continuity plans and associated roles and responsibilities.

4. Legal and regulatory requirements

To ensure Simoda remains compliant with laws and regulations, maintains a register which is monitored by the Board of Directors & are notified of planned changes when they occur these changes are reviewed in the annual end of year Board Meetings.

5. Related policies

The BCMS will compliment and comply with other internal policies including, but not limited to, Risk Management, Health & Safety, Information Security, Data Protection and Security.

6. Document control

Version history

Version	Amendments	Author	Date
1.0	N/A	Daniel Bumby	01/10/2022

Approval history

Version	Approved by	Status	Date of approval
1.0	Board of Directors	Approved	30/09/2022