



 <p style="text-align: center;"><b>SHEPLEY GROUP</b></p> <p style="text-align: center;"><b>BUSINESS CONTINUITY MANAGEMENT POLICY</b></p>	<p style="text-align: right;"><b>BCM_002</b> REF: S1107 ISSUED: May 2019</p>
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**Aims and Objectives**

The aim of business continuity is to ensure that the Shepley Group companies' core business activities are safeguarded by means of effective business continuity management in the event of disruption. We will identify and consider scenarios the potential impact, severity and likelihood of the risks, identify any mitigating actions which would adversely affect our ability to deliver our core business activities and plan how to deal with them. Group Managing Directors are required to demonstrate that they manage, regularly review, maintain and test the business continuity plan related to their area of responsibility.

**Policy**

- We have in place a senior manager whose role includes Business Continuity Management.
- It is the responsibility of the Business Continuity Manager to implement this policy on behalf of the board of directors.
- We determine our key services and business functions and identify and document the critical activities that are required to deliver our services.
- We identify our critical suppliers of goods and services and request they demonstrate their Business Continuity arrangements.
- We identify key stakeholders and their needs and expectations of our business.
- We identify credible potential scenarios (risks) which would adversely affect our ability to deliver our services.
- We carry out a business impact analysis on our key services which if disrupted would have the greatest impact to our business.
- We identify the maximum length of time we can manage a disruption to our key services without it threatening our business viability, either financially or through loss of reputation.
- We carry out a risk analysis and identify and agree the necessary mitigating actions to manage these risks and plan our recovery strategies.
- We develop and maintain a business continuity plan (BCP) and the resources necessary to implement it, and review and update it on an annual basis.
- We test and exercise aspects of our business continuity plan to evaluate its validity, providing feedback and learning allowing the plan to be improved.
- We identify and train key individuals in our business who lead implementation of recovery strategies.
- We communicate the BCP in detail to key employees, and in summary to non-key personnel.
- We have a Communications Plan to ensure we can contact and inform key stakeholders in case of emergency or crisis.
- We review and amend this strategy and policy on a regular basis and take into account any changes to our business and their impact.

	
<p><b>Nick Houghton</b> Managing Director Shepley Engineers Ltd PPS Electrical Ltd e</p>	<p><b>Graeme Phillips</b> Managing Director West Cumberland Engineering Ltd</p>