



**Business Continuity Policy and Procedure.**

**1. Policy Statement.**

1.1 The purpose of this Business Continuity Policy is to ensure the continued operation of South Coast Port Serviced Ltd in the event of a disruption.

1.2 This policy outlines the framework for developing, implementing, and maintaining a Business Continuity Plan (BCP) to protect the company's assets, reputation, and stakeholders.

**2. General Principles.**

2.1 This policy applies to all employees, departments, and operations of the company.

2.2 It encompasses all potential disruptions, including natural disasters, technological failures, and other unforeseen events.

2.3 This policy ensures compliance with applicable regulations and standards related to business continuity. Non-compliance may result in disciplinary action.

**3. Definitions.**

- Business Continuity - The capability of the company to continue delivering its products or services at acceptable predefined levels following a disruptive incident.
- Business Continuity Plan (BCP)\*\*: A documented process that outlines how the company will maintain or restore business operations after a disruption.

**4. Objectives.**

- To minimize the impact of disruptions on operations and service delivery.
- To establish a clear framework for responding to and recovering from incidents.
- To protect the health and safety of employees and stakeholders.
- To ensure compliance with legal and regulatory obligations.
- To communicate effectively with all stakeholders during a disruption.

**5. Risk Assessment.**

5.1 Conduct regular risk assessments to identify potential threats and vulnerabilities that could disrupt operations.

5.2 Prioritize risks based on their likelihood and potential impact.

5.3 Complete a Business Impact Analysis (BIA) to determine the critical functions and processes of the company.

5.4 Identify recovery time objectives (RTO) and recovery point objectives (RPO) for each critical function.

## **6. Development of the BCP.**

- Develop a comprehensive Business Continuity Plan that includes:
- Roles and responsibilities for the continuity team.
- Incident response procedures.
- Communication plans for internal and external stakeholders.
- Recovery strategies for critical functions and processes.

## **7. Training and Awareness.**

7.1 Provide regular training to employees on business continuity procedures and their roles in the event of a disruption.

7.2 Conduct awareness campaigns to promote a culture of preparedness.

## **8. Testing and Maintenance.**

8.1 Regularly test the Business Continuity Plan through simulations and drills to ensure its effectiveness.

8.2 Review and update the plan annually or after any significant change in operations or following an actual disruption.

## **9. Roles and Responsibilities.**

9.1 Company Directors provide leadership and support for business continuity efforts.

9.2 Divisional Operations Managers have accountability / responsibility to oversee the development, implementation, and maintenance of the BCP for their own divisions.

9.3 Senior Operational Roles ensure that their teams are trained and prepared to respond to disruptions.

9.4 Employees are Familiar with the BCP and participate in training and drills.

## **10. Communication.**

10.1 Each Division has its own communication cascade plan (including the company text local system) to ensure timely and accurate information dissemination during a disruption, including communication with employees, customers, suppliers, and stakeholders.

## **10. Summary.**

10.1 This Business Continuity Policy will be reviewed annually or as required to ensure its relevance and effectiveness.