

Birketts LLP Business Continuity Policy Statement

Business Continuity at Birketts LLP is governed by the Business Continuity Management System (BCMS) which is prepared in alignment with ISO 22301:2012 the International Standard for Business Continuity Management.

Organisation

The organisation and arrangements for Business Continuity are detailed within the BCMS in summary:

- The BC Programme Director is responsible for ensuring the implementation, management and continual improvement of Business Continuity at Birketts LLP.
- The Senior Management Team are responsible for the execution of this policy within their areas of control.
- The BC Programme Director is responsible for enabling the business to implement this policy and for ensuring the Business Continuity Management System integrates with other standards to which the business subscribes.
- All persons working for or on behalf of the firm have a duty to comply with the requirements of this policy

Commitments

Birketts LLP recognises that effective business continuity management is critical for our firm and the customers who rely on us. We strive to prevent the occurrence of incidents, however, when they do happen there are escalation mechanisms and plans in place to ensure the response is rapid, effective and commensurate to the severity of the event to minimise the impact to our business as usual operations.

Senior Management are committed to ensure the company:

- Complies with applicable legislation, regulation and government guidance and where possible, follows relevant industry codes of practice.
- Provides the framework to continually improve performance through the implementation of an effective business continuity management system and the setting of measurable objectives and targets to realise our commitments.
- Employs the business continuity management system as a key element of the business' risk management strategy.
- Setting policy and objectives for the management system to reduce risks to acceptable levels. Determining criteria for accepting the risks and identify the acceptable levels of risk.
- Provides the necessary tools, information and resources to enable the business continuity management system to be correctly implemented and embedded into the firm's operating culture.

- Understands its critical activities and maintains the capability to resume them within agreed timeframes.
- Understands the needs of our interested parties and, where practicable and agreed, incorporates those needs into our business continuity measures.
- Does not negatively impact business continuity or resilience in the way it conducts its business, in setting or realising objectives and targets or when implementing changes.
- Maintains incident response and business continuity plans and teams to enable an effective and timely response to any crisis and minimise its impact.
- Maintains or improves resilience through the protection of critical assets and data.
- Significant business continuity risks are escalated and treated.
- Confirms the effectiveness of crisis response and business continuity plans through robust and regular testing, awareness and training.
- Communicates the importance of effective business continuity management to interested parties.
- Reviews the business continuity policy and integrated management system for continued suitability, conformance and compliance annually or following a significant change.

All persons working for or on behalf of the company are appropriately required to:

- Take all reasonable measure to prevent and avoid any incident occurring.
- Take all reasonable steps to minimise any disruption to the Company and its interested parties when an incident has occurred.
- Protect the welfare of people during and following an incident.
- Promote our commitment to business continuity with interested parties.
- Support any necessary recovery, re-location or re-organisation arrangements that enable recovery to business as usual.
- Support the continual improvement of the BCMS based on objective measurement.

Guidance on roles, responsibilities and specifications for all documented information and procedures required by the BCMS is contained within the BCMS.

This Policy will be reviewed when necessary and at least annually via the BCMS Management Review.

Document Owner and Approval

The BC Coordinator [Information Security Manager] is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the BCMS.

A current version of this document is available to all members of staff on the central knowledge base Oculus, and hard copy version in all Battle Boxes.

This procedure was approved and signed by the Risk and Compliance Director and is issued on a version controlled basis.

Signature:

A handwritten signature in black ink, appearing to read "Carah Kelly".

Date: 11/07/2019

Revision History

Date of this revision: 11/07/2019

Date of Next revision: 11/07/2020

Revision date	Previous revision date	Summary of Changes
11/07/2019	N/A	Document re-formatted - Original version created 06/04/2017

Approvals

Name	Title	Date of Issue	Version
SR	Risk and Compliance Director	01/07/2019	002
JA	CEO	01/07/2019	002