11 - 15 Betterton Street Covent Garden London, WC2H 98P

Tel: +44 (0) 207 470 8708

293 Blanchardstown Corporate Park 2 Ballycoolin, Dublin 15 IRELAND

Tell: +353 (1) 809 1290



## BUSINESS CONTINUITY POLICY - PLATT & REILLY UK LIMITED.

The purpose of the policy is to define and clarify the principles, guidelines and responsibility relating to the security of the information, technology and resources of Platt & Reilly UK Ltd. To prevent, minimise and manage interruptions to the companies business and activities.

The primary objectives of the Business Continuity Policy are:

- Prevention of disaster by maintaining good general housekeeping, observing physical security procedures, observing information security procedures and providing staff security training
- To reduce the risk of disruption of operations or loss of information
- To communicate responsibilities for the protection of information and continuity of the business
- To establish a plan for restoration of information and operations following a disaster
- Where we do not have direct control over some of the above, encourage those who do have authority to take appropriate action

We will ensure that this policy is communicated and available to all relevant stakeholders as appropriate.

This policy and the Management Systems shall be reviewed for effectiveness and suitability at least annually as part of the management review process.

**PATRICK REILLY** 

**DIRECTOR** 

**DEREK PLATT** 

DIRECTOR

**REVIEW DATE:** 

**NEXT REVIEW DATE:**