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Dependencies and related policies or process:

Document	Location
Disaster recovery and business continuity process	Process powerpoint presentation
Disaster recovery policy	Disaster-Recovery-Policy-Statement.pdf (grillatech.com)

Business Continuity Policy Statement

This is the statement of general policy and arrangements for:

Grillatech Limited

Overall and final responsibility for business continuity recovery:

Services Director

Grillatech is totally committed to the principles and practice of a business continuity and disaster recovery plan. Since they are aligned in the principle of keeping the business running in the event of an incident, this business continuity plan is referenced in the disaster recovery plan and vice-versa.

Since the business needs to keep running in the event of an incident, it is important to realise that having a contingency plan to ensure ongoing business gives Grillatech a competitive advantage. This policy requires management to financially support and diligently attend to business continuity planning efforts.

1. Purpose

This policy defines the requirement for a baseline business continuity plan to be developed and implemented by Grillatech that will describe the process to recover Offices, IT Systems, Applications and Data from any type of incident that impacts the business and to cover business as usual (BAU) for any type of incident that impacts an individual.

Incidents are not limited to adverse weather conditions or natural acts. Any event that could likely cause an extended delay of service should be considered.

2. Scope

This policy is directed to all who are accountable to understand the steps within the plan to ensure the plan is developed, tested and kept up to date. This policy is to state the requirement to have a business continuity plan and highlight.

3. Policy

Failover and Contingency Plans
The following contingency plans are contained in the planning presentation to staff:

- Staff continuity plan: the flow of responsibility when normal staff are unavailable to perform their duties.
- Application plan: what steps are in place to recover data and continue business in the event of applications being unavailable locally
- Criticality of Service List: list all the services provided and their order of importance.
- Data Backup and Restoration Plan: Detail which data is backed up, the media to which it is saved, where that media is stored, and how often the backup is done

- Equipment Replacement Plan: Describe what equipment is required to continue to provide services, list the order in which it is necessary, and note where to purchase the equipment.
- Office and location plan: what steps are in place to ensure ongoing business in the event of an incident that impacts a working location.
- Communication Management: Who is in charge of giving information inside the business including some guidelines on what steps are to be taken.

The plan is to be practiced to the extent possible. Management will set aside time to test implementation of the business continuity plan in conjunction with the Disaster Recovery Plan. During these tests, issues that may cause the plan to fail should be corrected.

This plan, at a minimum, will be reviewed an updated on an annual basis.

4. Exceptions

Any exception to the policy must be approved by the Management Team in advance.

5. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6. Related Standards, Policies and Processes

Disaster Recovery Plan.

Disaster recovery/Business continuity plan overview: