

## POL016 Business Continuity Policy Statement



As Managing Director of Wembley Innovation Ltd I recognise that Business Continuity Management helps manage the risks to the smooth running of an organisation or delivery of a service by ensuring that the business and the services it delivers can continue in the event of a disruption.

The source of the disruption may be internal such as loss of key staff or a technological systems failure. Or, it might be an external influence such as a weather/utility-related incident or even the business failure of one of our key external providers.

I have produced/implemented Emergency Preparedness, Business Continuity & IT System and Disaster Recovery Procedures. Also, a Disaster Plan and Disaster Risk Assessments. Collectively these documents provide a framework for improving my company's resilience to interruption so that key business systems and processes can be recovered while at the same time ensuring we can provide to our client's business critical functions and services.

The Emergency Preparedness and Business Continuity Procedures take the form of guidance and instructions to Managers and Staff. It establishes the process, principles and terminology of Emergency Preparedness and Business Continuity Management, providing a basis for understanding, developing and implementing business continuity within my company and to provide confidence in business-to-external provider and business-to-customer dealings.

Compliance to the Procedure will ensure:

- The clear and immediate identification of the company's lead representative(s) during an emergency.
- The availability of a response, which is pre-planned, prepared and effective, with competent staff designated for on and off-site.
- The implementation and management of accident/incident investigations.
- Liaison with the emergency services and other responding organisations to ensure a comprehensive, structured and effective response.
- The initiation, command/control, investigation, recovery, repair, public awareness and conclusion.
- We are prepared by having alternative arrangements in place.

Whilst I believe all our work is essential to our company's objectives, if a disruption does affect Wembley Innovation Ltd then we will need to be able to prioritise the order in which we recover our services and use our resources in order to continue to deliver our service to our clients.

A handwritten signature in black ink, appearing to be 'Liam Clear', enclosed within a hand-drawn circular scribble.

Liam Clear  
Managing Director  
Wembley Innovation Ltd

October 2019