

Business Continuity Policy

Reference: BCMS DOC 5.2

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Organisation Issue Date:

The Board of Directors

"and management"

of Organisation Name, located at

Address 1

Address 2

City

County

Country

Postcode

which

"operates in sector z/is in the business of y"

are committed to preserving the continuity of Organisation Name's processes, products, services and other functions in the face of disruptive incidents in order to preserve its competitive edge, cash-flow, profitability, legal, regulatory and contractual compliance and commercial image.

In order to satisfy applicable legal, regulatory and contractual obligations, and reduce operational (continuity-related) disruption risks to acceptable levels, a business continuity management system (BCMS) will be implemented.

Organisation Name's current strategic business plan and risk management framework provide the context for identifying, assessing, evaluating and controlling continuity-related risks through the establishment and maintenance of a BCMS. The business impact analysis, risk assessment and risk treatment plan identify how continuity-related risks are controlled.

Organisation Name aims to achieve specific, defined business continuity objectives, which are developed in accordance with the business objectives, the context of the

organisation, the results of risk assessments and the risk treatment plan. These objectives are recorded in the [Business Continuity Assurance Programme](#).

Individuals that have specific responsibilities in terms of the BCMS are identified in the [Document Management Tool: Roles and Responsibilities](#) and the Head of HR is responsible for ensuring that the detailed BCMS requirements of individual roles are contained in their job descriptions.

All Employees/Staff of Organisation Name

"and certain external parties identified in the BCMS"

are expected to comply with this policy and with the BCMS that implements this policy.

All Employees/Staff, and certain external parties, will receive

"be required to provide"

appropriate training. The consequences of breaching the business continuity policy are set out in the disciplinary policy, and in contracts and agreements with third parties.

Organisation Name is committed to the continual, systematic review and improvement of the BCMS.

Organisation Name has established

"a top level management steering group / Business Continuity Committee"

chaired by Chief Executive Officer (CEO) / Chief Information Security Officer (CISO) and including the Business Continuity Manager and

"other executives/specialists/risk specialists to support the BCMS framework and to periodically review this policy."

Organisation Name is committed to achieving certification of its BCMS to ISO 22301:2019.

This policy will be reviewed to respond to any changes in the risk assessment or risk treatment plan and at least annually.

In this policy, 'business continuity' is defined as the "capability of an organisation to continue delivery of products or services within acceptable time frames at predefined capacity during a disruption" (ISO 22301:2019, Clause 3.3).

The BCMS is the Business Continuity Management System, of which this policy, the

Business Continuity Manual ('the Manual'), the Business Continuity Plan (BCP) and other supporting and related documentation is a part, and which has been designed in accordance with the specification contained in ISO 22301:2019.

A **disruptive incident** is any situation that might be or could lead to a disruption, loss, emergency or crisis.

Document owner and approval

The Business Continuity Manager is the owner of this document and is responsible for ensuring that it is reviewed in line with the requirements of the management system.

The current version of this document is available to

"Specify which members of staff this document is intended for"

and is published

"Describe the location(s) - electronic and physical - where this document is available"

Its approval status can be viewed in [Master List of Document Approval](#).