

Business Continuity Policy

APEM Group understands the importance of demonstrating to its clients, employees and suppliers that business continuity is always ensured. To ensure the consistent availability and delivery of our services, APEM Group has established management systems for its company operations to be quickly restored after a specific threat or critical event.

APEM Group has developed this business continuity policy supported by comprehensive business continuity and disaster recovery plans for facilities, IT and strategic continuity.

Purpose

The purpose of the business continuity policy is to establish guidelines and procedures to ensure the continuity of business operations in the event of unforeseen disruptions or emergencies. The aims are to:

Identify critical events, activities, threats and vulnerabilities through risk assessments and business impact reviews

- Develop a set of comprehensive business continuity plans, crisis and incident management framework and recovery strategy
- Maintain minimum standards for stakeholders through effective communication
- Ensure employees are familiar with their roles and responsibilities in the event of a disruption through effective training, testing and awareness campaigns.
- Comply with all relevant laws, regulations, and standards
- Ensure continuous learning and improvement through auditing and testing of recovery plans.

Scope

This policy applies to all APEM Group employees, contractors and stakeholders involved in business operations, including critical infrastructure, systems, and processes.

Responsibilities

The Senior Management Team is responsible for supporting the business and operational continuity programme by allocating necessary resources, providing advice and guidance, and promoting a culture of preparedness across the business.

Supporting Business Continuity Plans identify those responsible to develop, implement and manage the business and operational continuity programme by coordinating planning and testing activities and serving as a central point of contact during disruptions.

All APEM Group employees have a responsibility to familiarise themselves with this policy and the business continuity plans, comply with the procedures, and actively participate in training and testing activities.

It is the responsibility of all APEM Group employees to comply with this policy and to report concerns. APEM Group prohibits any form of retaliation for the reporting of such matters.

All staff will be made aware of this statement as part of their induction on appointment and subsequent on-going training.

Reference	Version	Date released	Approved by
T1-GP-024	1	01/08/2023	Leah McGimpsey APEM Group Chief Executive Officer
This policy is communicated and published on the company website for all interested parties.			
This policy is subject to periodic review and change to ensure it remains valid. The review period is annotated within the Version Control section, or the policy may be reviewed prior to this date when prompted by context, such as developments in legislation, industry practice, or the organisation. This Policy has been Equality Impact Assessed and no adverse impact has been identified.			