

BUSINESS CONTINUITY POLICY

Restore plc is committed to meeting business and social obligations by ensuring the continuity or recovery of company critical activities in response to disruptive incidents.

This policy applies to all business units of Restore plc – Records Management, Digital, Datashred, Relocation and Technology

Each of the business units shall operate a Business Continuity Management System (BCMS) the purpose of which:

- Supports the goals of their business unit
- Establishes adequate levels of prevention and resilience to mitigate the impact of disruptive incidents
- Delivers defined structures to plan for, respond to and recover from disruptive incidents
- Enables employees to meet an emergency with maximum efficiency and minimum service & operational loss to customers and damage to materials in the facility involved.
- Aligns to ISO 22301

Our BCM Drivers are:

- **Health & Safety:** Ultimate consideration to human safety at all times.
- **Customers:** to safeguard customer data and ensure customer operations continue uninterrupted
- **Legal and Regulatory:** Compliance with all applicable legal and regulatory requirements.
- **Financial:** Manage the risk of financial impact.
- **Reputational:** Manage the risk of adverse impact on Restore plc reputation and brand.
- **Strategic:** Manage the risk of impact to our strategic objectives
- **Business Continuity Objectives:** for each Business Unit are based on business impact analyses and are reviewed regularly.
- **Continual Improvement**

The Group Risk Committee Chair is responsible for ensuring that this policy, and supporting framework (BCMS Methodologies and Procedures and business unit specific Business Continuity Programmes) are implemented across Restore plc.

This policy aligns with all other relevant policies.

Signed & Approved - Charles Bligh - Chief Executive Restore plc. -

Version Number	Issue Date	Reviewed By	Approved By	Document Owner	Pages
001	15/07/19	Group Risk Committee	Chief Executive	Group Risk Committee Chair	Page 1 of 1
Uncontrolled if printed					