

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 Business Unit is to operate a Business Continuity Management System (BCMS) the purpose of which is to:

- Support the goals of their business unit.
- Establish adequate levels of prevention and resilience to mitigate the impact of disruptive incidents.
- Deliver defined structures to plan for, respond to and recover from disruptive incidents.
- Enable employees to meet an emergency with maximum efficiency and minimum service & operational loss to customers and damage to materials in the facility involved.
- Remain aligned 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.** Each Business Unit is to evidentially integrate continuous improvement into their BCM System

The Business Unit BCMS is to be exercised and tested annually to ensure continuous improvement and lessons learnt are incorporated into our processes.

The Group Head of Risk 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 – David Wilson – Group Head of Risk Restore plc.

Version Number	Issue Date	Last Review Date	Reviewed By	Approved By & Document Owner	Pages
002	19/05/2021	14/04/2021	BCMS Committee	Group Head of Risk	Page 1 of 1
Uncontrolled if printed					
Changes: Updated Exercise & Testing					