



Title	Business Continuity Policy Statement
Process Owner	Top Management
Date Created	21/04/2020
Publish Date	16/05/2022
Approved By	Top Management
Summary	Overarching policy detailing the commitment to ensuring that mechanisms and resources have been implemented by Top Management to have a measured response to any event that could potentially cause a disruption in normal business operations
Classification	Public
Standard	BC
Version	3.2

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Reviewed

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Business Continuity Policy Statement

MAP Group (uk) have put in place a Business Continuity Management System in order to ensure the timely resumption of business operations in the event of an incident occurring and the protection of personnel and the organisation. The scope of the Business Continuity Management System is detailed in the IMS Scope document on ISOportal.

It is our Policy to ensure that:

- ❖ The Board and Management of MAP Group (uk) within Head Office located at Stockton-on-Tees, UK, are committed to preserving a defined level of Business Continuity. The full scope of this policy is precisely defined in the IMS scope document (held on ISOportal)
- ❖ This Business Continuity Management policy and associated ISO Management System (IMS) is based on the standard ISO22301
- ❖ In order to drive continual improvement within the Business Continuity Management System MAP Group (uk) set objectives on an annual basis as part of the Management Review Policy; these objectives ensure the system is appropriately monitored and measured. All objectives are communicated to all staff and include key responsibilities, timescales and appropriate measures of success.
- ❖ Every critical activity within our operation is owned by a designated department head. The Heads of department ensure that plans for maintaining a minimum and defined acceptable standard of service are in place for each critical activity.
- ❖ Incident Management and Business Continuity Plans are tested and reviewed on an annual basis or when deemed necessary to ensure they remain relevant. The Systems and Processes Manager monitor the review process, analyse the results and provide support where necessary.
- ❖ Contracts with suppliers of goods and services deemed critical include a requirement for the supplier's business continuity plans to be approved and/or their resilience to be assessed to the satisfaction of the BCP Coordinator
- ❖ All management and staff are made aware of the plans that affect their operations and their department and their role following invocation. Their compliance with this policy is mandatory and appropriate training will be provided where necessary.
- ❖ The policy is reviewed for continued suitability as part of the Management Review Policy
- ❖ This policy is available to interested parties both internal and external upon request; it is available to all staff via ISOportal.

The requirements of this standard are one part of our ISO Management System (IMS).

Approved by: Sarb Singh
Title: Director of Operations
Date: 16/05/2022