

BUSINESS CONTINUITY PLAN

GENERAL INFORMATION	
Business name	Electrotek Solutions Ltd
Business address	2 Haxter Close, Roborough, England, PL6 7DD, England
Date	02 September 2024
Prepared by	Kirry Kruyswijk

SCOPE AND OBJECTIVES

The purpose of this Business Continuity Plan is to have an executable plan for Electrotek Solutions Ltd in case of an emergency.

This Business Continuity Plan will be triggered in the event of:

- An epidemic, pandemic or disease
- A natural disaster
- A technology issue including but not limited to a data breach or cybersecurity attack
- A fire

BUSINESS FUNCTION PRIORITIES IN EVENT OF AN EPIDEMIC, PANDEMIC OR DISEASE

An epidemic, pandemic or disease would impact business functions in the following ways:

Contracts

Impact on function:

- Disruptions would impact our ability to fulfil our contractual commitments.

Recovery procedure: Work in line with government advice and those of our contract suppliers. Homeworking implemented if appropriate and all government guidelines followed.

Resource requirements: No further resources required as all implemented during recent pandemic.

Staff

Impact on function:

- It could be physically unsafe for staff to come and go from the workplace, e.g. by using public transport.
- Staff may have increased care/family responsibilities and due to school closure or sick family members.
- Staff may leave their jobs because of potential or actual safety concerns and/or incidents.
- Staff may experience personal trauma such as death or sickness of family members as a result of the epidemic /pandemic/disease.

Recovery procedure: Establish and communicate to staff policies on health and safety in light of the epidemic/pandemic /disease

Resource requirements: Communication with staff - Staff to maintain emergency contact information

Transport and Logistics

Impact on function:

- Vehicles used in the business have not yet been fitted with sanitisers and processes for regular cleaning.

Recovery procedure: Monitoring fleet preparedness to ensure that vehicles are operated efficiently and safely, taking into consideration all of the precautionary measures

Resource requirements: Maintain vehicles in line with licenses.

BUSINESS FUNCTION PRIORITIES IN EVENT OF A NATURAL DISASTER

A natural disaster would impact business functions in the following ways:

Contracts

Impact on function: Suspend/reschedule collections

- **Recovery procedure:** Deploy alternative route plan or suspend/reschedule collections
- **Resource requirements:** Communicate with contract suppliers regarding plan

Staff

Impact on function: Working in line with government advice. If necessary suspend/reschedule collections. Advise contracts of implications on Waste Miles if routes require alterations.

- **Recovery procedure:** Respond as appropriate. Contact suppliers and reschedule as appropriate. Alternate routes minimising additional Waste Miles planned.
- **Resource requirements:** Alternative route preparations.

Transport and Logistics

Impact on function: Deploy alternative route plan and/or reschedule/suspend collections.

- **Recovery procedure:** Apply alternative routes or suspend/reschedule collections
- **Resource requirements:** Alternative route plan

BUSINESS FUNCTION PRIORITIES IN EVENT OF A FIRE

A fire would impact business functions in the following ways:

Contracts

Impact on function: Site inaccessible, vehicles damaged - Reschedule/suspend collections

- **Recovery procedure:** Use established alternative site and vehicles either company owned or hired
- **Resource requirements:** Contract hire vehicles

Staff

Impact on function: Building inaccessible

- **Recovery procedure:** Disaster recover plan implemented. Alternative working site implemented. Homeworking or working from alternative site.
- **Resource requirements:** Work from home or already established alternative site

Transport and Logistics

Impact on function: Site inaccessible - Vehicles damaged

- **Recovery procedure:** Disaster recovery plan implemented. Working from alternate site. Back up vehicles implemented or contracted high vehicles deployed.
- **Resource requirements:** Alternative site already established. Alternative company owned vehicles used. Alternative contract hire vehicles used.

BUSINESS FUNCTION PRIORITIES IN EVENT OF A TECHNOLOGY ISSUE

A technology issue would impact business functions in the following ways:

Contracts

Impact on function: Contract clients can not access server - Unable to communicate via email due to power failure.

- **Recovery procedure:** Disaster recovery plan utilised. UPS Back up power deployed
- **Resource requirements:** Off site server. UPS Back up power

Staff

Impact on function: Server failure. Power failure

- **Recovery procedure:** Disaster recover plan implemented
- **Resource requirements:** Off site server disaster recovery plan implemented. UPS back up power utilised

Transport and Logistics

Impact on function: Server failure. Power loss disrupts internet

- **Recovery procedure:** Disaster recovery plan implemented. UPS Back up power deployed
- **Resource requirements:** Disaster recovery plan implemented. Off site server utilised. UPS Utilised.

RECOVERY PLAN

1) Response Personnel

The recovery team is responsible for maintaining business continuity and acting upon this Business Continuity Plan to ensure minimal business disruption.

Team Leader

Kirry Kruyswijk

- Email address: kirry.mountjoy@electrotek.solutions
- Role: Managing Director
- Responsibilities: Maintain disaster recover plan and execute as required. Maintain insurances. Communication with contract suppliers.

Team Members

The following are the current team members on the recovery team:

2) Relocation Strategy

A. Teams to be Relocated

- Kirry Kruyswijk - Working remotely
- Finlay Morrice - At an alternate worksite
- Robert Kruyswijk - At an alternate worksite
- Millie Soanes - At an alternate worksite
- Reuben Colverson - At an alternate worksite
- Jack Kruyswijk - Working remotely

B. Resources/Equipment to be Relocated

- No Resources are required to be relocated, All workplace equipment, Servers, Tools and vehicles are available from all locations. Backup Servers are held offsite.

C. Details of Alternate Business Site

- Home working
- 3 Haxter Close, Roborough, Devon, PL6 7DD, England

3) Communications

A. Internal Communications

The staff member in charge of internal communications on the current state of recovery is:

Name	Email address	Role
Kirry Kruyswijk	kirry.mountjoy@electrotek.solutions	Managing Director

B. External Communications

The staff member in charge of customer communications on the current state of recovery is:

Name	Email address	Role
Kirry Kruyswijk	kirry.mountjoy@electrotek.solutions	Managing Director

REVIEW AND TESTING

This Business Continuity Plan will be reviewed every One Year. This Business Continuity Plan will be tested every Six Months.

