

BUSINESS CONTINUITY PLAN

GENERAL INFORMATION	
Business name	K-Safe Limited
Business address	3a Bridgewater Street, L1 0AB, England
Date	01 June 2022
Prepared by	Barry Green

SCOPE AND OBJECTIVES

The purpose of this Business Continuity Plan is to have an executable plan for K-Safe Limited in case of an emergency.

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

- An epidemic, pandemic or disease
- 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:

Service delivery

Impact on function:

- Disruptions would negatively impact our customers and their ability to buy our goods and receive our services.

Recovery procedure: Any on-site activity is in line with local government health and safety requirements

Resource requirements: laptop, WIFI

Supply chain

Impact on function:

Recovery procedure: Identifying critical suppliers and checking their continuity status. Where suppliers cannot guarantee business continuity, risk mitigation actions can be taken, including switching to a new supplier, identifying continuity resources internally, or suspending services.

Resource requirements: laptop, WIFI

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.
- It is necessary for there to be close proximity in the workplace between staff members for production/service delivery purposes which could be physically unsafe.

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

Resource requirements: laptop, WIFI

BUSINESS FUNCTION PRIORITIES IN EVENT OF A FIRE

A fire would impact business functions in the following ways:

Service delivery

Impact on function: This may affect items such as laptops where Fire is located
Staff to follow health and safety procedures and heads towards a safe place

- **Recovery procedure:** All documents are saved online in the cloud
- **Resource requirements:** Laptop, phone, WIFI

Supply chain

Impact on function: Lost documents

- **Recovery procedure:** documents are stored online in the cloud
- **Resource requirements:** Laptop, WIFI

Staff

Impact on function: If Fire is located at the office then staff members will be required to work from home until further notice

- **Recovery procedure:** Work from home if possible whilst directors find a suitable alternative office
- **Resource requirements:** laptop, home wifi

BUSINESS FUNCTION PRIORITIES IN EVENT OF A TECHNOLOGY ISSUE

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

Service delivery

Impact on function: an online system used to facilitate service fulfilment may be compromised in a cyber attack.

- **Recovery procedure:** Two-factor authentication, re-new passwords in the password vault and secure all affected systems.
- **Resource requirements:** Laptop, WIFI

Supply chain

Impact on function: This may affect our SLA's for partners within a 24 hour down period

- **Recovery procedure:** Secure all systems, two-factor authentication and renew all passwords
- **Resource requirements:** Laptop and WIFI

Staff

Impact on function: This may affect working hours for some members of staff

- **Recovery procedure:** Staff members will help support the issues where necessary
- **Resource requirements:** Laptop, WIFI, Phone

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

Barry Green

- Email address: barry@k-safe.com
- Role: CDO
- Responsibilities:

Team members

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

2) Relocation strategy

A. Teams to be relocated

- Development Team - Working remotely
- Sales - Working remotely
- Founding Team - Working remotely
- Marketing Team - Working remotely

B. Details of alternate business site

- Home working

3) Communications

A. Internal communications

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

Name	Email address	Role
Barry Green	barry@k-safe.com	CDO

B. External communications

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

Name	Email address	Role
James Duffy	james@k-safe.com	COO

C. Suppliers

Kirk Ryan is responsible for contacting suppliers to keep them up to date on the business' current status. Kirk Ryan is the CTO at K-Safe Limited. To reach Kirk Ryan, you can email them at kirk@k-safe.com.

Please see below for a list of the business' suppliers and their contact information:

Supplier: Pheonix Innovate

- **Contact at supplier:** Roger Kadama
- **Email address:** roger@k-safe.com

REVIEW AND TESTING

This Business Continuity Plan will be reviewed every 12 months. This Business Continuity Plan will be tested every 12 months.