

# Business Continuity Policy



Our Business Continuity system is aimed at minimising the impact to our customers resulting from disruption to primary business functions. Business Continuity management is established to ensure our company can continue to deliver an acceptable level of service to our key customers in the event of any disruption. The policy applies to those departments and areas of the business as set out in the Integrated Management Systems Manual.

The Opus Trust Communications management team is committed to:

- Establishing and maintaining an effective Business Continuity Management System (BCMS) that is certified to ISO 22301 (Opus Trust Communications – Leicester, Adare SEC – Huddersfield & Critiqom - Bellshill).
- Continually developing and improving the effectiveness of the Business Continuity Management System.
- Ensuring that the BCMS is subject to appropriate testing and evaluation.
- Establishing and reviewing business continuity objectives.
- Ensuring the availability of resources.
- Complying with all relevant legislation and applicable requirements.
- Ensuring all personnel are provided with appropriate training and awareness to enable them to understand and comply with the requirements of the Business Continuity Management System.

Signed: ..... Tony Strong CEO

Date: February 2022 Ref: BC 3.1 Version 3