

Beach Baker Business Continuation and Disaster Recovery Policy

Beach Baker depends on its electronic equipment, cloud-based database system and information between its clients, associates and suppliers. Any threat to the security, or ability to access the computer systems, or offices means a direct threat to our business.

Our computer systems are decentralised, with all shared client documents backed up continuously on a secure, cloud-based system (Microsoft Office 365), which is in turn backed up on servers in three different locations in order to mitigate risk. All SharePoint/OneDrive folders are accessible from smart phones and laptops too.

Our database with all our client and candidates' records uses cloud technology which has a dedicated, quality hosting solution and is a centre of excellence in the field of data storage, data management and the protection of business-critical information. They offer the best possible availability including full fire protection and multiple power supplies. Deployed via remote login, we will be able to access a dedicated and secure working environment. Our technology offers connectivity that could enable our team to access your data from anywhere with an internet connection.

A disaster may be defined as "an occurrence that causes the interruption of business leading to short or long term loss of critical business processes that could seriously damage the partnership and lead to interruptions in service to our clients, and significant difficulties for our partners and associates". Although the timing and scale of disasters cannot be readily anticipated, steps can be taken to seek to manage and minimise their effects.

The purpose of our disaster recovery plan is to provide a simple procedure that can be implemented as an immediate response to an emergency in order to minimise the impact, together with guidelines for full restoration of business and services to our clients.

Immediate duties of Directors:

- Attend incident
- Allocates tasks to individuals as necessary
- Establish position in respect of casualties and liaise with emergency services, etc.
- Determine scale of damage/risk to life: offices habitable/not habitable
- Specific contingency plan: establishment and activation

Assess immediate needs:

- Accommodation
- Transport
- Communication
- Staffing
- IT Resources
- Furniture/equipment
- Provision of food and warmth

If the office(s) became unusable or inaccessible, all office functions and daily operations will relocate to another office, or employees will work from home using their home internet and we will follow the below action plan.

- We can recover all files to latest data point in Microsoft Office 365, SharePoint/OneDrive and cloud database ensuring business continuation.

- We can use our laptops, mobiles, smartphones and office phones using our home broadband.
- All calls can be diverted to our mobile numbers, or office phones taken home as they work over the internet.
- Beach Baker's Health & Safety Policy applies to all home offices, employees are expected to adhere to these regardless of where they are working.
- Essential contacts and suppliers: details of all Beach Baker regular suppliers and essential contacts can be found on our secure SharePoint/OneDrive, Microsoft Office365 and cloud database.

Updated March 2020