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RETAIL PARTNERS

Our Business Continuity Policy

Business Continuity Policy

We are committed to maintaining uninterrupted business operations, even during unexpected events or disruptions. Our Business Continuity Policy outlines our dedication to implementing strategies and procedures that ensure the resilience of our organisation and minimise risks. This policy serves as a guiding framework to establish and maintain effective business continuity practices.

Objectives:

- Safeguard critical business functions, services and operations during adverse events or emergencies
- Minimise the impact of disruptions on employees, customers, suppliers, occupiers and other stakeholders
- Identify and assess potential risks and vulnerabilities
- Develop and implement comprehensive business continuity plans, including response and recovery strategies
- Review, test and update business continuity plans to ensure effectiveness
- Promote a culture of preparedness, awareness and accountability

Policy Guidelines:

- Risk Assessment and Business Impact Analysis:
    - Conduct regular risk assessments to identify threats and vulnerabilities
    - Perform business impact analysis to evaluate consequences and prioritise recovery efforts

- Business Continuity Planning:
    - Develop and maintain comprehensive business continuity plans for critical functions
    - Define alternate work arrangements, communication channels and resource requirements
    - Establish backup and recovery strategies for systems, data and infrastructure
    - Document incident response, escalation and decision-making procedures
    - Comply with applicable laws, regulations and industry standards

- Training and Awareness:
    - Provide training to employees on roles and responsibilities during disruptions
    - Encourage employees to report risks and incidents promptly

- Communication and Stakeholder Management:

    - Establish protocols for communicating critical information to stakeholders
    - Maintain updated contact lists and communication channels
    - Collaborate with stakeholders for best practices and coordination

- Plan Review and Maintenance:
    - Regularly review and update plans to reflect changes in operations and risks
    - Conduct post-incident reviews and incorporate lessons learned
    - Validate plan effectiveness through audits and assessments

- Governance and Accountability:
    - Designate responsible individuals or teams to oversee a plan of execution
    - Establish reporting mechanisms to monitor implementation and performance
    - Conduct management reviews to evaluate effectiveness

Compliance:

All employees must adhere to this Business Continuity Policy and actively participate in its implementation. Non-compliance may result in disciplinary action.

By following this policy, we ensure the resilience of our organisation and the continuity of our business operations.

This Business Continuity Policy is a living document which will be reviewed periodically to ensure its effectiveness and alignment with best practices and regulatory requirements.

We are committed to always improving and understanding the impact of our activities and how we can reduce or eliminate harmful ones. We will continue to monitor and report on our performance and develop action plans to ensure we continue to meet our commitments.