

1. Policy Statement

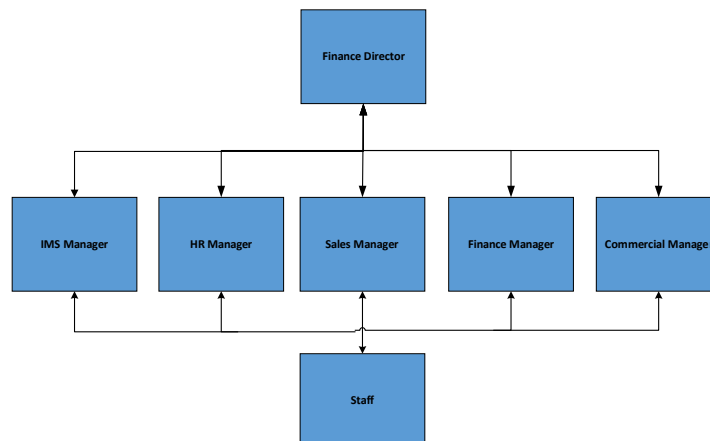
To ensure SBL have identified all issues, which could reduce SBL’s ability to continue to “surpass customer expectations”, ensuring that all such issues are assessed and wherever practicable action agreed, implemented and regularly test actions to enable SBL continue to “surpass customer expectations”.

2. Objectives

Objective	Responsibility	Method
Identify our vulnerabilities and reduce our exposure to such vulnerabilities Improve existing Business Continuity	Mr. B Roberts – Finance Director	Effective Emergency Plans
Have alternative arrangements in place should Business continuity vulnerabilities occur to ensure SBL remains “Best of Breed”.	Mr. B Roberts – Finance Director	Implement actions based on risk Assessments Emergency Plans
Integrate ISO 22301, the standard for Business continuity, within SBL and continue to improve our Business Continuity	Mr. B Roberts – Finance Director	Our internal audit program and audits by our external assessors (SGS) identify any areas of none compliance which are addressed by senior management.
Consult with, Educate and Train all employees in Business Continuity issues applicable to SBL’s business activities.	Mr. B Roberts – Finance Director	Induction and refresher training on Business Continuity issues applicable to SBL.

Please refer to our Policy Arrangements Manual 02A000A for full details.

3. Organisation Chart



4. Authorisation, Review & Availability

This policy is approved and authorised for use by the Finance Director as part of our continual improvement programme it is updated whenever changes to this policy occur, is formally reviewed by the undersigned at least once every 12 months to ensure it remains current and is freely available to employees, customers, suppliers and all other interested parties via our web site, Reception or by asking any of our employees.

Authorised for use by Mr. B Roberts – Finance Director B Roberts
Date 25/06/2018