

**(Your Logo)**



*“Here when you need us”*

<b>Title of Policy:</b>	<b>Business Continuity and Disaster Recovery</b>
<b>Section:</b>	<b>Operations</b>

## **Purpose**

There are many possibilities that may cause a disruption to the normal day to day operations of Communicare Limited (the Company). This Policy examines the more likely occurrences and considers ways in which adverse disruptions can be minimised, through proper planning.

## **Statement**

There will be occasions when the conduct of business is severely disrupted by events which are outside of the control of the Company, yet can be foreseen, to some degree. The most common events which are likely to impact the Company include extreme adverse weather conditions (e.g. severe snowfall, flooding, heatwave), serious medical events such as a flu pandemic, terrorist incidents, and significant power failures. All of these events are possible, yet the likelihood of any particular event will be different, not only in respect of the event itself (severe snowfall is more likely than a terrorist incident, for example), but also in respect of local climatic conditions (severe snowfall is more likely on the English/Scottish borders, than say the South West of England).

In order to ensure continuity, even in extreme adverse circumstances, the Company will plan for the most likely events and consider, in advance what actions need to be taken to minimise disruption.

## **Procedure and Guidance**

### **Business Continuity and Disaster Recovery**

Business continuity is an objective – the continuation of business in what might be extreme and adverse circumstances. Disaster recovery is an element of business continuation and concerns the ability to recover data stored on computers, which, otherwise, if lost completely, might result in serious consequences for the business.

### **The Business Continuity Plan – the 4 Pillars**

#### **Strategic Assessment**

In any situation where resources might not be sufficient to meet demand, some form of rationing may be required, albeit for a temporary period. This will require an advanced understanding of how possibly limited resources can be used for the greatest impact, and to whom they should be directed.

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**Communicare Limited – 24 High Street – Leicester – LE1 DR7**

**This policy was implemented on 1<sup>st</sup> October 2018. The date of the next review is 1<sup>st</sup> October 2019**