Document Revisions

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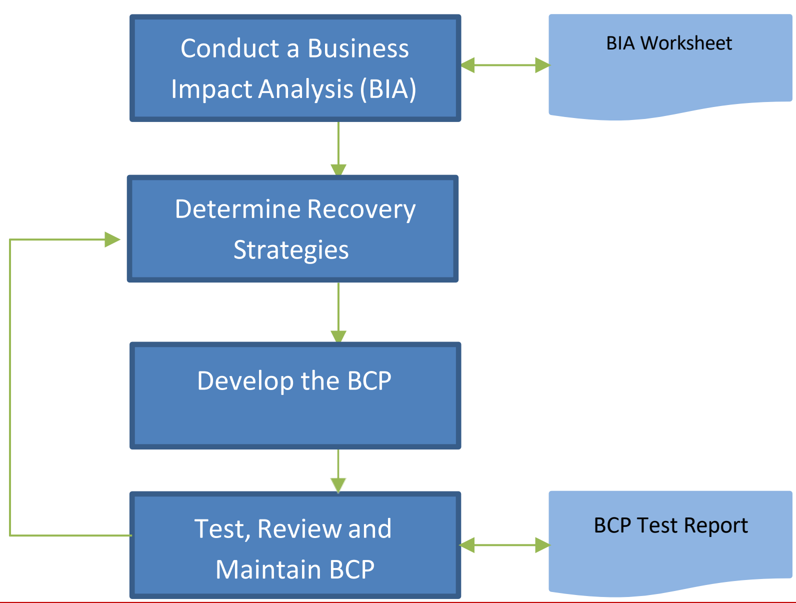
Introduction	Business disruptions cost money and while a Risk Management Policy aims to be preventative of such disruptions, not all risks can be eliminated completely or minimized to a point of insignificant likelihood. A Business Continuity Plan (BCP) is essential in ensuring that the company can maintain business functions in the face of disruptions and can resume normal operations within a reasonable recovery time.
Scope and Objectives	This document provides a guideline on the development of a BCP for AllDay Marts, Inc. through an impact analysis strategy that identifies the critical components to the business operations, their interdependencies, acceptable downtime, and steps to implement for recovery should a disruption occur. The plan aims to accomplish the following in case of disruption: • Ensure that critical business functions can continue • Keep employees and customers safe • Facilitate a speedy restoration and recovery of normal business operations
Business Continuity Plan Process Chart	

Business Impact Analysis (BIA)

The Business Impact Analysis is what guides the development of the Business Continuity Plan. It enables the Company to design a plan of action with clear recovery priorities and timelines.

To achieve this, a BIA Worksheet will be prepared by Department Heads of AllDay Marts, Inc. with the following details:

- Business processes that are carried out in the department
- Head count of personnel responsible for each business process
- Qualitative impact of a disruption on the process in pre-identified impact categories (e.g. - Revenue, Legal, Customer Service, Goodwill)
- Recovery Time Objective is defined as the estimated maximum time period a disruption can continue, beyond which, recovery is no longer possible or its impact no longer reversible.

Sample BIA Worksheet

Department	Business Process	Head count	Impact Category	Impact Level (Low-Medium-High)	Recovery Time Objective

Determining Recovery Strategies

The results of the BIA will be used to determine the appropriate recovery strategies for the BCP.

These strategies may include, among others:

- Identifying and documenting required resources in support of these critical processes
- Creating a recovery team specific to certain business disruption scenarios
- Developing an implementation plan

Developing the Business Continuity Plan

Once these resources have been identified and recovery strategies have been developed, Department Heads will provide an outline for the framework of the BCP.

The BCP will contain among others, the procedures to be followed during interruptions, actions to be taken within the established turn-around time as well as the composition of the response and recovery teams.

	The BCP must respond to the following identified possible disruption scenarios: • Physical damage to buildings • Natural calamities • Man-made disaster • Restricted access to site • Interruption of supply chain • Utility outage • Damage to, loss or corruption of information technology including voice and data communications, servers, computers, operating systems, applications, and data • Unavailability of essential personnel • Pandemic/epidemic The BCP must be put in writing and circulated amongst key stakeholders so that everyone is aware of the roles they will assume and the functions they will carry out once the BCP is activated during disruptions.
Testing, Reviewing and Maintaining the Business Continuity Plan	The BCP for the above-identified scenarios shall be tested. Strategic testing will help to: • Identify gaps or weaknesses in the BCP. • Confirm continuity objectives are met. • Evaluate the Company's response to various kinds of disruptive events. • Improve systems and processes based on test findings. • Update the BCP accordingly. AllDay management is responsible for ensuring the workability of their BCP. This should be periodically verified by active or passive testing.
	Testing verifies the effectiveness of BCP, trainings plan participants on what to do in a real scenario and identifies areas where the plan needs to be strengthened. Different types of Testing: 1. Conduct a Self-Assessment at least quarterly • Gather the team of BCP participants (ex. Division or Department Heads) to regularly review the BCP. • Review elements of the BCP with focus on the discovery of any areas where the BCP can be improved. 2. Conduct disaster role – playing sessions or tabletop testing.

- Participants to "walk through" the facets of BCP to gain familiarity of their responsibilities.
- Dry run training to document errors and identify inconsistencies for correction.
- Schedule at least two sessions per year.

3. Perform simulation test of possible scenarios.
   - Incorporate actual recovery actions, restoring backups and simulated response at alternate location.
   - Test data recovery, staff safety, leadership response, relocation protocols and loss recovery procedures.
   - Schedule full simulation at least once a year with different and realistic scenario

Test results will be documented and any identified deficiencies resulting from the tests should be analyzed, addressed, and reported to the Management.

Sample of BCP Test Report:

BCP Name: ______________________________
Business Area: ______________________________
BCP lead: ______________________________
Test Type: ______________________________

Briefly describe the scenario used:

____

Describe what worked well:

____

What areas have been identified for improvement?

____

Detail the lessons learned.

____

Maintenance of the AllDay Marts, Inc. BCP is the joint responsibility of the following:

1. Business Process Owner
2. Business Continuity Coordinator

Personnel	Responsibilities
Business Process Owner	• Periodically review the adequacy and appropriateness of the BCP. • Assess the impact of the BCP to the existing business function. • Keep the team personnel assignments current.
Business Continuity Coordinator	• Keep the BCP updated with changes and improvements. • Coordinate changes to the BCP and communicate all plan changes to all concerned personnel or department.

Maintenance Process

The main objective of the maintenance stage is to ensure that the BCP is current, complete and accurate of execution. To achieve this objective, the following maintenance process will be employed:

BCP Change Management → BCP Testing → BCP Training → BCP Audit

Step 1: BCP Change Management
A BCP Change Management process will address the following:

- Monitor changes in the Company
- Track their potential impact to the Business Continuity Plan

Step 2: BCP Testing
Periodic testing shall be made to monitor effectiveness and accuracy of the BCP tests conducted. Two main activities of testing will be:

	1) Selecting appropriate intervals – monthly, quarterly, semi-annually or annually 2) Selecting testing method – walkthrough, simulation **Step 3: BCP Training** AllDay Marts, Inc. will implement an enterprise-wide awareness and training program. This begins with identifying the skills and knowledge required by the designated members of the recovery team to be able to fulfill their expected roles and responsibilities. The current skills and knowledge of individual members shall then be assessed to determine if there are gaps between their current skills and knowledge and what is required by the Business Continuity Plan. Once identified, the proper training methods shall be determined in order to bridge these gaps. **Step 4: BCP Audit** This is the review of the BCP to determine its compliance with the Company's internal guidelines and external regulations and standards. The scope of the audit will include all the stages of the BCP process. The audit report will include recommendations on the following: • Redoing the BCP process that are identified as having gaps and weaknesses • Updating business continuity arrangements to incorporate the changes
Business Continuity Plan	The Business Continuity Plan for the following business disruption scenarios is shown in Annex 1 of this policy. • Volcanic Eruption • Typhoon • Earthquake • Damage to, loss or corruption of Information Technology including voice and data communications, servers, computers, operating systems, applications, and data • Pandemic/epidemic