**FINANCIAL POLICIES AND PROCEDURES**

**SECTION 2: RISK**

**POLICY 5: BUSINESS CONTINUITY**

|  |  |
| --- | --- |
| **Policy Rationale** | [organisation] is committed to its members, employees, suppliers and stakeholders. To safeguard the availability of [organisation]’s essential products and services in the event of a business disruption or disaster, best practice business continuity planning and management practices should be adopted.  |
| **Policy Statement(s)** | [organisation] recognises the commitment of the Board, management, staff and suppliers to support the objectives of its Business Continuity Plans.[organisation] also recognises the importance of comprehensive Business Continuity Plans to insure the health, safety and continued availability of employment of its employees and quality goods and services for those we serve.[organisation] is therefore committed to:1. Ensuring a Business Continuity Planning Team is established to develop and implement Business Continuity Plans
2. Consider the on-going operations of [organisation], the integrity of IT infrastructure and data, as well as the impact of any staff and clients / visitors in the event of a business disruption or disaster
3. Support the development of Business Continuity Plans to safeguard the availability of [organisation]’s essential products and services in the event of a business disruption or disaster
4. Implementing procedures and processes within [organisation]’s Business Continuity Plans, including carrying out tests, where possible, on the integrity of those procedures and processes
5. Annually review the risk assessment of the organisation and amend the Business Continuity Plan accordingly
 |
| **Policy Implementation and Related Procedure Documents** | The implementation and review of these Business Continuity policies are the responsibility of [organisation]’s Audit, Finance & Risk Committee.[organisation]’s Audit, Finance & Risk Committee are responsible for the establishment of a Business Continuity Planning Team.[organisation]’s Business Continuity Planning Team will be responsible for the development and implementation of [organisation]’s Business Continuity Plans.[organisation]’s CEO will be responsible for reviewing and updating [organisation]’s Business Continuity Plans, annually. These plans will be reviewed by the Audit, Finance & Risk Committee before being approved by the Board.The following [organisation] policies and frameworks should be referred to in this regard:* Risk Management Policy
* Insurance Policy
* Delegated Authorities Policy
 |
| **Legislative Compliance Considerations** | * Health and Safety at Work Act 2015
 |
| **Review Protocol** | Policy Reviewed By: Audit, Finance & Risk CommitteeDate Reviewed: [Date]Next Review Date: [Date]Revokes Policy Reviewed: [Date] |