



BUSINESS CONTINUITY POLICY STATEMENT

East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) (the Chamber) recognises the importance of preserving its business critical activities to ensure that services are delivered both internally to personnel and externally to customers, members and partners.

This Policy aims to ensure that controls are implemented to minimise the impact of a disruption on the Chamber's services, personnel and infrastructure, taking into consideration the risks and opportunities faced by the organisation.

The Chamber has identified its business critical activities, carried out a business impact analysis on the events that could cause significant business disruption, and has introduced appropriate controls to ensure a rapid recovery of these activities.

A Business Continuity Plan has been implemented to support this Policy.

The Business Continuity Plan will be used in the event of a disruption and sets out the framework for how the Chamber:

- Responds to disruptions affecting its business critical activities
- Manages the continuation of these activities
- Facilitates the restoration of these activities
- Satisfies applicable requirements, including legal and regulatory requirements

Objectives will be set with the aim of continual improvement. These objectives will be measurable, consistent with this Policy and with the Chamber's strategy, and will be monitored and updated on a regular basis. Personnel are encouraged to look for ways of improving the business continuity programme.

This Policy statement shall be updated as and when necessary and will be formally reviewed annually as part of the management review process.

It is part of the Chamber induction programme for all employees to ensure that this Policy statement is understood and implemented at all levels within the organisation.

This Policy is available to interested parties via the Chamber website.

This policy has been approved by the Chief Executive.

Signed:

A handwritten signature in black ink, appearing to read 'S. Knol', written over a light grey rectangular background.

Title: Chief Executive

Date: January 2021