

## Summary of Business Continuity Plan

B&D Capital Partners, LLC (“B&D Capital” or the “Firm”), a wholly-owned subsidiary of Blystone & Donaldson, LLC, has established a comprehensive plan for its response to business disruptions that result from both natural and man-made emergencies. The plan is designed to minimize the disruption to B&D Capital personnel, automated systems and our customers by ensuring a rapid recovery from a variety of situations with varying levels of severity. Procedures and facilities exist to provide service with minimal disruption in the event of our location or business district being rendered inoperative. Personnel may be required to relocate to a predetermined facility that is able to adequately accommodate their needs.

A city wide or regional disruption that does not affect B&D Capital’s office would be handled by directing customers to B&D Capital’s main corporate phone number. A disruption affecting the building or business district surrounding B&D Capital’s main office may require the relocation of key support personnel to a recovery site. In addition, if we have the ability to conduct business from our homes, we will function as if from a remote location.

B&D Capital may periodically modify its Business Continuity Plan Public Disclosure as needed. The modified disclosure will be posted on its public website promptly. A current version of the firm’s disclosure may otherwise be requested by sending a written request to: B&D Capital Partners, LLC, 211 East Blvd. Charlotte, NC 28203.

### **Business Continuity Plan**

#### **Purpose of the Business Continuity Plan**

B&D Capital is providing this document to inform you of its ability to respond to events that could cause business disruptions. Since the timing and impact of disasters and disruptions is unpredictable, we will have to be flexible in responding to actual events as they occur. With that in mind, we are providing you with this overview of B&D Capital’s Business Continuity Plan (“BCP”).

#### **Contacting the Firm**

In the event of a significant business disruption, should you not be able to contact us as you normally do, you may call additional, off-hours numbers. (See numbers below.)

- Operations: +1 (704) 900-9951
- Compliance: +1 (980) 428-2297

#### **Our Business Continuity Plan**

Our plans are designed to quickly recover and resume business operations after a significant business disruption and respond by safeguarding our employees and property, making a financial and operational assessment, protecting the firm’s books and records, and allowing our customers to transact business. In short, our business continuity plan is designed to permit our firm to resume operations as quickly as possible, given the scope and severity of the disruption.

B&D Capital’s plans are designed to mitigate the impacts of business interruptions resulting from a wide variety of potential events, including the loss of key facilities and resources. Our business continuity plan addresses: data back-up and recovery; all mission critical systems; financial and operational assessments; alternative communications with customers, employees and regulators; alternate physical location of employees; critical supplier, contractor, bank and counter-party impact; and regulatory reporting.

**Review and Maintenance**

B&D Capital has a testing program that is designed to demonstrate, through regular testing, that the Firm's business continuity plans are consistent with the Firm's overall business objectives, risk management strategies, and financial resources. The plan is also reviewed annually by designated members of senior management.

Significant work has gone into putting our business continuity plans in place, but B&D Capital cannot guarantee that all systems will be available or recoverable in the event of a significant event.

For more information

This notice, in its most current form, is always available on the Firm's website. If you have questions or need additional information about our business continuity planning, you can contact us at +1 (704) 315-5290 or at [john@bdcappartners.com](mailto:john@bdcappartners.com).