

## **Statement on Business Continuity & Disaster Recovery**

Nations Capital maintains a high-priority focus on Business Continuity & Disaster Recovery (BCDR) in the event of an unexpected disruption in operations. Plans and processes are documented and in place related to proper management of unforeseen events that have a significant impact on the company's systems and their ability to facilitate normal business operations. Significant negative events can include anything that puts the company's operations at risk: cyber-attacks, equipment failures as well as hurricanes, earthquakes and other natural disasters.

Business Recovery Teams comprise employees from several different departments, each with clearly defined roles and responsibilities. In the event of a business disruption affecting one or more of Nations Capital office locations, associated Business Recovery Teams will implement a recovery strategy based on the severity and nature of the incident.

Nations Capital anticipates that it will be able to continue business in the event of a disaster affecting one of its facilities by relocating necessary personnel to another office location or having key personnel work from home. All Nations Capital employees are provided a laptop and secure connectivity to the corporate network allowing them to work anywhere there is an Internet connection.

Contractual agreements are in place with application service providers to assure they can provide necessary support in the event of any interruption to Nations Capital-based services. The BCDR Program also strives to assure that business affiliates maintain current Business Continuity and Disaster Recovery plans for their operations.

Nations Capital maintains several geographically dispersed locations for hosting in-house production systems. In accordance with documented backup procedures, all production systems are backed up to an alternate location at least once a day. Recovery tests for each of these systems are performed at least once a year. If any test fails initially, corrective measures are put in place and retested until successful.

Significant business disruption events are managed by the Nation's Capital Enterprise Incident Response Team (EIRT). All external communications, including customer advisories, are handled according to the established protocol.