Business Continuity Policy

Effective Date:

17 - Sept - 2024

1. Purpose

The purpose of this Business Continuity Policy is to ensure that Antares Consultancy can maintain essential services during and after a disruptive event. This policy outlines our commitment to protecting critical business functions and minimising the impact of potential disruptions on our clients, employees, and business operations.

2. Scope

This policy applies to all employees, contractors, suppliers, and partners of Antares Consultancy. It covers all critical business processes, technology, and infrastructure necessary to maintain operations during any interruption, such as natural disasters, technology failures, pandemics, or other unforeseen events.

3. Objectives

Antares Consultancy is committed to:

- Ensuring the safety and well-being of all employees and stakeholders.

- Minimizing disruption to critical business services and operations.

- Protecting company assets, data, and technology infrastructure.

- Providing timely recovery and resumption of normal operations after a disruptive event.

- Maintaining communication with clients and stakeholders to ensure transparency during interruptions.

4. Roles and Responsibilities

To ensure effective business continuity, the following roles and responsibilities are established:

- Business Continuity Lead: Responsible for overseeing the business continuity plan, ensuring regular updates, and coordinating recovery efforts during an incident.

- Department Managers: Responsible for implementing the continuity plan within their respective departments, identifying critical functions, and maintaining up-to-date contact lists.

- Employees: All employees are required to familiarise themselves with this policy and contribute to maintaining continuity by following established procedures during an incident.

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5. Risk Assessment and Planning

We conduct regular risk assessments to identify and evaluate potential risks to our operations. This includes:

- Identifying critical business functions that must be maintained during disruptions.

- Assessing the likelihood and potential impact of various risk scenarios.

- Developing and testing strategies to mitigate the impact of disruptions on critical functions.

6. Business Continuity Strategies

The following strategies ensure that Antares Consultancy can continue operating in the event of a disruption:

-Remote Working: Ensuring that employees can work remotely with access to necessary tools and data to maintain essential services.

- Data Backup: Regular data backups are maintained and stored securely to prevent data loss.

- Alternative Suppliers: Identifying alternative suppliers and partners to minimise disruption in case of supply chain issues.

- IT and Infrastructure: Implementing redundancies in IT systems and infrastructure to ensure continuity during technology failures.

7. Communication Plan

In the event of a disruption, clear communication is vital. Antares Consultancy will:

- Maintain open and transparent communication with employees, clients, and stakeholders.

- Use multiple channels (email, phone, internal messaging systems) to relay information and updates.

- Designate a crisis communication lead to manage the flow of information and media relations, if necessary.

8. Plan Testing and Maintenance

We regularly test our business continuity plan to ensure its effectiveness. This includes:

- Conducting simulated disruption exercises.

- Reviewing and updating the plan annually or after any significant changes to our business operations.

- Training employees on their roles and responsibilities within the plan.

9. Policy Review

This Business Continuity Policy will be reviewed annually, or more frequently if required, to ensure it remains relevant to Antares Consultancy's operations and continues to meet best practice standards.

10. Conclusion

Antares Consultancy is committed to safeguarding the continuity of our business operations and services. By planning for disruptions and regularly reviewing our procedures, we aim to ensure the resilience and reliability of our operations for our clients and stakeholders.