



Business Continuity Plan (BCP)

Corporate Policy Manual

Entity: EMES Ventures Inc.

Applicable to Commercial Representation, Procurement, and Oil & Gas Services in Mexico and Latin America

Issued by: Board of Directors

Effective Date: January 1st, 2024

Version: 2.1



1. Purpose & Scope

This Business Continuity Plan (BCP) ensures that 42K Ventures LLC can continue to operate and serve its clients and partners in the event of disruptions. It covers commercial representation, procurement, sales, logistics, compliance, and IT systems.

2. Objectives

- Protect employees, assets, and stakeholders.
- Ensure continuity of critical business functions.
- Minimize financial, reputational, and legal impacts.
- Restore operations quickly after a disruption.

3. Risk Assessment & Key Threats

Relevant risks include:

- Supply Chain Disruptions
- Political/Regulatory Risks
- IT/Communications Failures
- Financial Disruptions
- Health & Safety Events
- Natural Disasters

4. Critical Business Functions

1. Supplier & Brand Representation
2. Procurement & Trading
3. Logistics & Customs
4. IT & Data Security
5. Client Communication

5. Roles & Responsibilities

- BCP Coordinator – Oversees activation of the BCP.
- Executive Team – Decision-making and external communication.
- Sales Team – Continuity of client engagement.
- Procurement & Logistics – Alternate suppliers and routes.
- IT Support – Systems continuity and cybersecurity.

6. Continuity Strategies

- Multiple suppliers per category.
- Alternative freight forwarders/customs brokers.
- Remote work capability (VPN, cloud access).

- Backup banking relationships.
- Emergency communication contact tree.

7. Incident Response & Recovery

Activation criteria: Disruption of critical function > 24 hrs.

Steps:

1. Notify BCP Coordinator & Executive Team.
2. Inform employees, clients, suppliers.
3. Implement continuity strategies.
4. Document actions.

Recovery Objectives:

- Communication: <2 hrs
- Supplier engagement: <24 hrs
- Logistics continuity: <48 hrs
- Full operations: <5 days

8. Training & Awareness

Annual BCP training and mock disruption exercise every 12 months.

9. Plan Review & Updates

Reviewed annually and after major disruptions. Updated for regulatory or business changes.

10. Annexes

- Annex A: Emergency Contact Tree
- Annex B: Supplier & Logistics Alternatives
- Annex C: IT Backup & Recovery
- Annex D: Crisis Communication Templates
- Annex E: Business Impact Analysis (BIA)