

## Our Business Continuity Plan

Our Business Continuity Plan is designed to permit our firm to resume operations as quickly as possible, given the scope and severity of a significant business disruption. In a disruption to only our firm or a building housing our firm, we will transfer our operations to a local site (if necessary) and would expect to recover and resume business quickly. In a disruption affecting our business district, city, or region, we will most likely transfer our operations to a site outside of the affected area and then attempt to promptly recover and resume business. Under all scenarios, we plan to continue in business and to notify you regarding how to contact us. If the business disruption is so severe that it prevents us from remaining in business, we will arrange notification for our customers relative to how they might be affected.